

## **AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR**

**THIS AGREEMENT** (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and RRM Design Group, Inc. with an address at 3765 S. Higuera Street, Suite 102, San Luis Obispo, CA 93401 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

**WHEREAS**, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special services required by COUNTY and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

### **1. DESIGNATED REPRESENTATIVE**

Alex Tuttle or Travis Seawards at phone number (805) 568-2000 are the representatives of COUNTY and will administer this Agreement for and on behalf of COUNTY. Jami Williams at phone number (805) 543-1794 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

### **2. NOTICES**

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY:	Alex Tuttle or Travis Seawards, County of Santa Barbara, Planning & Development Department, 123 E. Anapamu St., Santa Barbara, CA 93101, FAX: (805) 568-2030
To CONTRACTOR:	Jami Williams, RRM Design Group, Inc., 3765 S. Higuera Street, Suite 102, San Luis Obispo, CA 93401

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

### **3. SCOPE OF SERVICES**

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

### **4. TERM**

CONTRACTOR shall commence performance on June 24, 2025, and end performance upon completion, but no later than June 30, 2026, unless otherwise directed by COUNTY or unless earlier terminated.

### **5. COMPENSATION OF CONTRACTOR**

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. Billing

shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

#### **6. INDEPENDENT CONTRACTOR**

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

#### **7. STANDARD OF PERFORMANCE**

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

#### **8. DEBARMENT AND SUSPENSION**

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

#### **9. TAXES**

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

#### **10. CONFLICT OF INTEREST**

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such



interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

#### **11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY.

Unless otherwise specified in Exhibit A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

#### **12. NO PUBLICITY OR ENDORSEMENT**

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

#### **13. COUNTY PROPERTY AND INFORMATION**

All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such items only in connection with providing the services. CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

#### **14. RECORDS, AUDIT, AND REVIEW**

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time

during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

#### **15. INDEMNIFICATION AND INSURANCE**

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

#### **16. NONDISCRIMINATION**

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

#### **17. NONEXCLUSIVE AGREEMENT**

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

#### **18. NON-ASSIGNMENT**

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

#### **19. TERMINATION**

- A. By COUNTY. COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.
1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.
  2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the



term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.

3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.
- B. **By CONTRACTOR.** Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

## **20. SECTION HEADINGS**

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

## **21. SEVERABILITY**

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

## **22. REMEDIES NOT EXCLUSIVE**

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

## **23. TIME IS OF THE ESSENCE**

Time is of the essence in this Agreement and each covenant and term is a condition herein.

**24. NO WAIVER OF DEFAULT**

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

**25. ENTIRE AGREEMENT AND AMENDMENT**

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

**26. SUCCESSORS AND ASSIGNS**

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

**27. COMPLIANCE WITH LAW**

CONTRACTOR shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

**28. CALIFORNIA LAW AND JURISDICTION**

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

**29. EXECUTION OF COUNTERPARTS**

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

**30. AUTHORITY**

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.



### **31. SURVIVAL**

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

### **32. PRECEDENCE**

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

### **33. SUBCONTRACTORS**

CONTRACTOR is authorized to subcontract with subcontractors identified in EXHIBIT A. CONTRACTOR may not substitute other persons without the prior written approval of COUNTY's designated representative in accordance with Section 18 NON-ASSIGNMENT above. CONTRACTOR shall be fully responsible for all services performed by its subcontractor. CONTRACTOR shall secure from its subcontractor all rights for COUNTY in this Agreement, including audit rights.

### **34. HANDLING OF PROPRIETARY INFORMATION**

CONTRACTOR understands and agrees that certain materials which may be provided by COUNTY may be classified and conspicuously labeled as proprietary confidential information. That material is to be subject to the following special provisions:

- A. All reasonable steps will be taken to prevent disclosure of the material to any person except those personnel of CONTRACTOR working on the project who have a need to use the material.
- B. Upon conclusion of CONTRACTOR'S work, CONTRACTOR shall return all copies of the material direct to party providing such material. CONTRACTOR shall contact COUNTY to obtain the name of the specific party authorized to receive the material.

### **35. IMMATERIAL CHANGES**

CONTRACTOR and COUNTY agree that immaterial changes to the Statement of Work (time frame and mutually agreeable Statement of Work changes which will not result in a change to the total contract amount) may be authorized by the Planning and Development Director, or designee in writing, and will not constitute an amendment to the Agreement.

### **36. NEWS RELEASES/INTERVIEWS**

CONTRACTOR agrees for itself, its agents, employees and subcontractors, it will not communicate with representatives of the communications media concerning the subject matter of this Agreement without prior written approval of the COUNTY's designated representative. CONTRACTOR further agrees that all media requests for communication will be referred to COUNTY'S responsible personnel.

Agreement for Services of Independent Contractor between the **County of Santa Barbara and Rincon Consultants, Inc.**

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COUNTY.

**ATTEST:**

Mona Miyasato  
County Executive Officer  
Clerk of the Board

By: *Shilachia Guerra*  
Deputy Clerk

**COUNTY OF SANTA BARBARA:**

Laura Capps, Chair  
Board of Supervisors

By: *[Signature]*  
Chair, Board of Supervisors  
Date: 6-24-25

**RECOMMENDED FOR APPROVAL:**

Lisa Plowman, Director  
Planning and Development

By: DocuSigned by:  
*Lisa Plowman*  
84A1F2CF48D248C...  
Department Head

**CONTRACTOR:**

RRM Design Group, Inc.

By: DocuSigned by:  
*Diane Bathgate*  
E2A3125AA0B04E7  
Authorized Representative  
Diane Bathgate  
Name: \_\_\_\_\_  
Title: Vice President/Principal

**APPROVED AS TO FORM:**

Rachel Van Mullem  
County Counsel

By: Signed by:  
*Sean Stewart*  
C04194079021431  
Deputy County Counsel

**APPROVED AS TO ACCOUNTING FORM:**

Betsy M. Schaffer, CPA  
Auditor-Controller

By: Signed by:  
*Shawna Jorgensen*  
DF6DB6D7D6344E6...  
Deputy

**APPROVED AS TO FORM:**

Risk Management

By: Signed by:  
*Gregory Milligan*  
53A8AAB798BA4D7...  
Risk Management



## EXHIBIT A

### STATEMENT OF WORK

CONTRACTOR shall render services in accordance with the proposals titled "Architectural Design Review, Proposal for On-Call Services prepared for the County of Santa Barbara on January 13, 2025," as provided in **Attachment A-1**, incorporated herein by reference, and "Santa Barbara County ADU Pre-Approved Program, Proposed Scope of Services, April 29, 2025," as provided in **Attachment A-2**, incorporated herein by reference.

**Attachment A-1:** Architectural Design Review, Proposal for On-Call Services prepared for the County of Santa Barbara on January 13, 2025

**Attachment A-2:** Santa Barbara County ADU Pre-Approved Program, Proposed Scope of Services, April 29, 2025

Jami Williams and Randall Russon shall be the individual(s) personally responsible for providing all services hereunder. CONTRACTOR may not substitute other persons without the prior written approval of COUNTY's designated representative.

CONTRACTOR shall complete design review and return related comments to COUNTY within twenty (20) calendar days of submittal.

**Suspension for Convenience.** COUNTY's designated representative may, without cause, order CONTRACTOR in writing to suspend, delay, or interrupt the services under this Agreement in whole or in part for up to 90 days. COUNTY shall incur no liability for suspension under this provision and suspension shall not constitute a breach of this Agreement.

## EXHIBIT B

### PAYMENT ARRANGEMENTS

#### Periodic Compensation

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$150,000.
- B. CONTRACTOR shall provide the COUNTY with a written estimate of Architectural Design Review costs, by each project and based on the RRM Cost Schedule provided in the RFP response, **Exhibit A**, within two (2) business days of COUNTY's design and review request. If CONTRACTOR anticipates the charges will exceed the original proposed amount, CONTRACTOR shall notify COUNTY of the requested increase a minimum of seven (7) business days before the COUNTY issued due date, the additional time and cost needed, and the reason for the need for additional time.
- C. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY.
- D. Monthly, CONTRACTOR shall submit to the COUNTY's designated representative an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
- E. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.



## EXHIBIT C

### **Indemnification and Insurance Requirements (For Design Professional Contracts that also Include Non-Design Services)**

#### INDEMNIFICATION

##### **A. Indemnification pertaining to Design Professional Services:**

CONTRACTOR agrees to fully indemnify and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, suits damages, costs, expenses, judgments and/or liabilities that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONTRACTOR and its employees, subcontractors, or agents in the performance of services under this Agreement. The indemnity includes the cost to defend COUNTY to the extent of the CONTRACTOR'S proportionate percentage of fault. Should one (or more) defendants be unable to pay its share of the defense costs due to bankruptcy or dissolution of the business, CONTRACTOR shall meet and confer with other parties regarding unpaid defense costs and CONTRACTOR shall pay COUNTY'S cost of defense to the fullest extent permitted by law.

##### **B. Indemnification pertaining to other than Design Professional Services:**

CONTRACTOR agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by COUNTY on account of any claim except where such indemnification is prohibited by law. CONTRACTOR'S indemnification obligation applies to COUNTY'S active as well as passive negligence but does not apply to COUNTY'S sole negligence or willful misconduct.

#### NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

#### INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors.

##### **A. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed

operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR'S has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **(Not required if CONTRACTOR provides written verification it has no employees)**
4. **Professional Liability** (Errors and Omissions) Insurance appropriate to the CONTRACTOR'S profession, with limit of no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage for and/or the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR'S insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10. CG 20 26, Cg 20 33 or CG 20 38; and CG 20 37 if a later revision is used).
2. **Primary Coverage** – For any claims related to this Agreement, the CONTRACTOR'S insurance coverage shall be primary insurance as respects the COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless

of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.

5. **Deductibles and Self-Insured Retention** – Self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or COUNTY.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR'S obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.
9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
  - i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
  - iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract



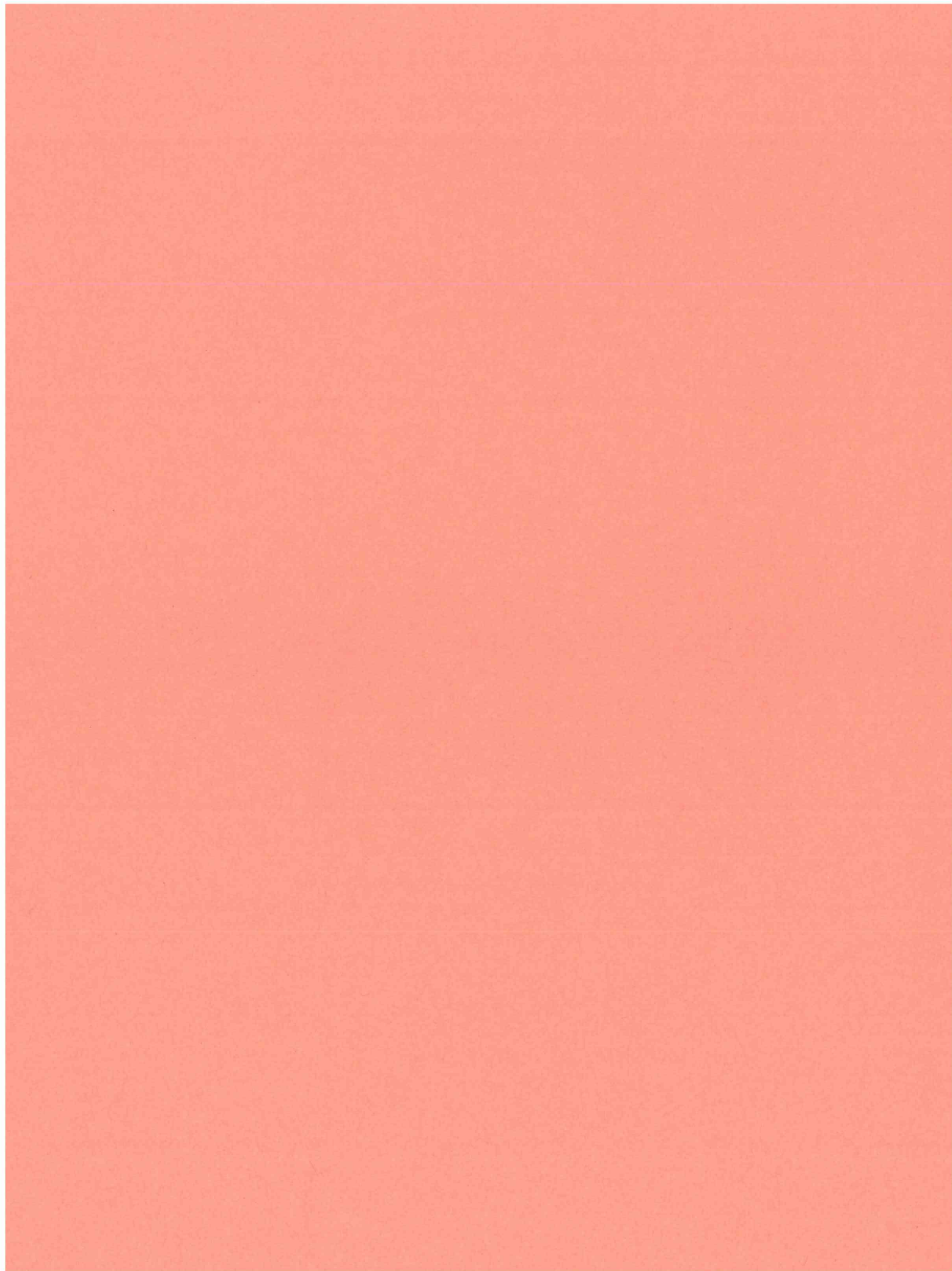
effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

11. **Special Risks or Circumstances** – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of COUNTY to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of COUNTY.

G:\GROUP\COMP\Comp Plan Elements\Housing\2024-32 Housing Element\Implementation\Program 10 (ADUs)\RRM\BAL and Attachments\Final BL\Attachment A Agreement for Services.docx



**Attachment A-1:**  
**Architectural Design Review**  
**Proposal for On-Call Services prepared for the County of Santa Barbara on January 13, 2025**



# ARCHITECTURAL DESIGN REVIEW

Proposal for on-call services prepared for the County of Santa  
Barbara on January 13, 2025









**Creating  
Environmnets  
People  
Enjoy**

*January 13, 2025*

*Elise Dale  
Assistant Director,  
County of Santa Barbara  
123 East Anapamu Street  
Santa Barbara, CA 93101*

*\*\*\*\*\*  
RRM Design Group  
10 East Figueroa St, Ste  
200  
Santa Barbara, CA 93101  
p: (805) 963-8283  
www.rrmdesign.com*

## **Re: On-Call Architectural Design Review Services**

Dear Ms. Dale and the Planning and Development Department Team,

The Planning and Development Department's mission is to plan, support, and promote safe and sustainable land uses and development that foster social, cultural, economic, and environmental resilience and diversity by providing quality policy development, permitting, and inspection services for Santa Barbara County, as further articulated in the County's Comprehensive Plan and policy documents. More specifically, the County recently adopted Ordinance No. 5172 that amended Chapter 35 of the Land Use and Development Code (LUDC) to include objective design standards for qualifying multiple-unit and mixed-use housing projects to adhere to. As noted in the RFP, it will be critical to ensure that multiple-unit and mixed-use housing projects adhere to these new objective design standards to ensure new development is complementary to the character of individual County communities and embodies the highest quality architecture and design expected by the County.

To support this goal of good design and high-quality development, RRM Design Group proposes on-call architectural design review services to support County staff on multiple-unit and mixed-use housing projects within the various communities of the County where allowed in response to the issued Request for Proposal. The intent is to provide the resources and flexibility to meet the varying project demands placed on the Planning and Development Department while maintaining a high-level of quality and timeliness and enlisting design expertise and talent as needed.

Though specific assignments have not yet been identified, services may include a range of work efforts including:

- Assess project consistency with applicable objective design standards within Chapter 35, including identifying areas of concern and providing direction for how to correct or modify the project design for consistency.
- Provide timely design reviews that include a narrative, matrix layout, plan mark-ups or other suggested graphics/illustrations that provide clear and concise responses.
- Attendance at project applicant or designer meetings to clarify or discuss design issues raised in prepared design review memo in support of County staff, as necessary;
- Site visits to review existing conditions and site context, as necessary.
- Deliver in-person assessments at County Planning Commission and/or County Board of Supervisor hearings or other public meetings/hearings, as necessary.

RRM's multidisciplinary team is ready to assist the Planning and Development Department with these varied assignments as they arise. We feel we are a natural fit for the needs of the County of Santa Barbara because:

### **We Have Extensive Design Review Experience:**

RRM Design Group has over 26 years of successfully providing design review services to communities across California.







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Environmnets  
People  
Enjoy

We are known for providing clear direction in order to achieve high-quality, aesthetically pleasing, and functional design solutions that positively contribute to a community's character. We promote creative dialogue with flexibility and deficiency, providing consistent, forward-thinking, and implementable design solutions.

**We Understand How Things Get Built:**

We understand property owner issues, county maintenance issues, development feasibility, and the real cost of public and private improvements and construction. Our experience working on the private development side of the equation, coupled with our experience seeing projects through construction, is vital to creating realistic designs, consistent with relevant County policy documents and objective design standards, that capture the desired character of the community and foster investment.

**We Have The Talent, Skills And Horsepower To Get The Job Done Right:**

With over 200 employees providing architecture, planning, landscape architecture, urban design, civil engineering, land surveying and construction management services, we hire the best, and it shows in our work. Your projects demand talent, technical knowledge, and a team of professionals who can communicate and collaborate. We thrive working closely as an extension of staff for successful outcomes.

We are eager to assist the Planning and Development Department and the County of Santa Barbara by providing hands-on service and using our multidiscipline professionals as needed to support your on-call architectural design review projects. If you need more information or have any questions regarding this proposal or our capabilities, please feel free to contact me at (805) 801-3743 or at [jawilliams@rrmdesign.com](mailto:jawilliams@rrmdesign.com)

Sincerely,

RRM Design Group

A handwritten signature in black ink, appearing to read 'Jami Williams', written in a cursive style.

Jami Williams  
Managing Partner + Principal-in-Charge

A handwritten signature in blue ink, appearing to read 'Matt Ottoson', written in a cursive style.

Matt Ottoson, CNU-A  
Project Manager





Proposal For On-Call Architectural Design Review Services

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Graphics & Photographs:

*This document features images of RRM Design Group and its subconsultant partners' projects, the graphics and photos of which are owned and copyrighted by our respective firms. Some images may be modified due to privacy concerns.*

About RRM Design Group:

*3765 South Higuera St, Ste 102 • San Luis Obispo, CA 93401 • (805) 543-1794 • rrmdesign.com • A California corporation • Leonard Grant, Architect C26973 • Robert Camacho, PE 76597 • Steven Webster, LS 7561 • Jeff Ferber, PLA 2844*  
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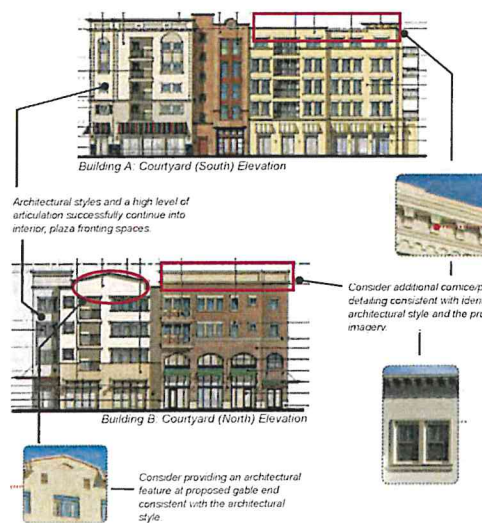
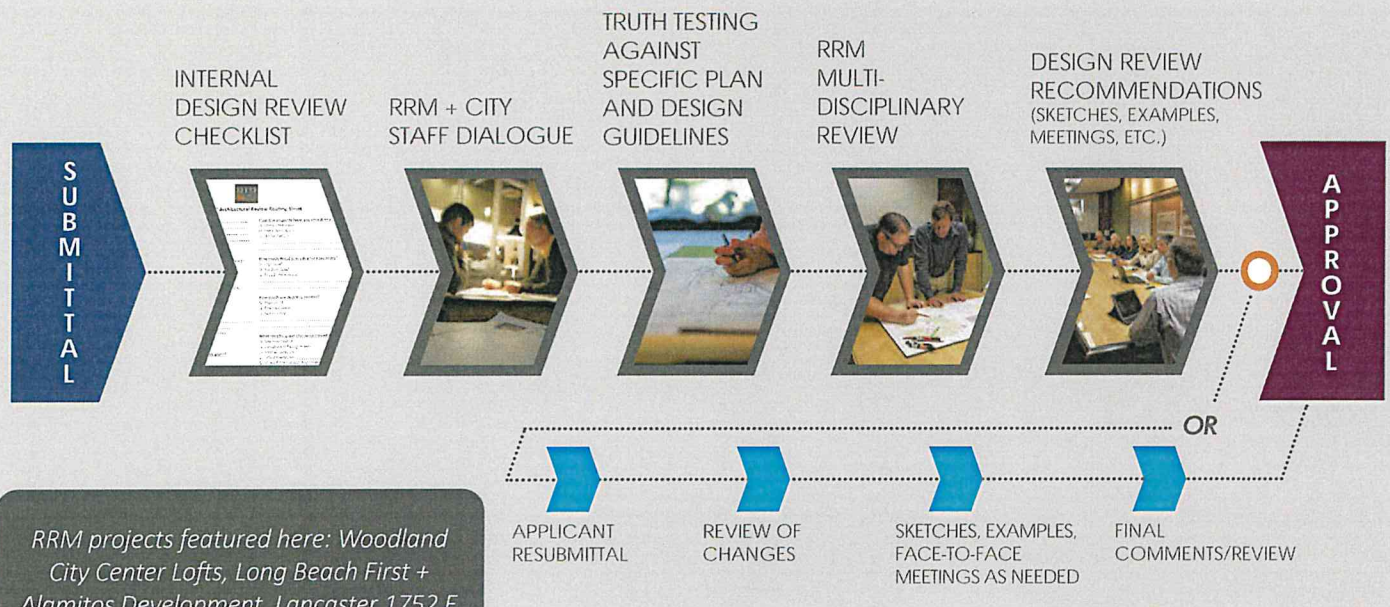
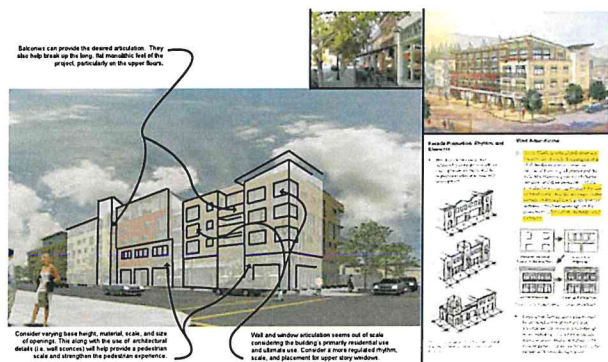


## Section 1

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# Overview and Approach









CRA/LA Design Review - Redlines

## Approach

RRM is committed to providing architectural design review services and brings dedicated key personnel and team members to provide excellent service to the County. We have standard practices in place to ensure that accurate, timely and well-planned projects result from our planning and design efforts. Internally we meet weekly to allocate resources and schedule staff, and we also connect periodically to review long-range needs. Processes will be further tailored based on the County of Santa Barbara's needs and workload demands. For example, agreed-upon design review times may focus on a turnaround of ten working days, or we could reserve one day a week for design review assignments if needed. In addition, we recommend you contact our clients directly to hear firsthand about our timely performance.

Due to the on-call nature of the requested services, a detailed work plan is not yet practical. We have provided examples within the qualifications section that demonstrate our ability to support your architectural design review needs, including design review of proposed multiple-unit and mixed-use housing projects. Assignments that involve planning and design, will warrant collaboration with staff to ensure a customized approach and scope.

RRM has mastered a process for design review-related services that yield quality results! We know it is important to you that future development enhances the character and quality of its surrounding context and the long-term value and quality of life of the community as a whole. Therefore, we have provided our proposed methodology below. Working in close communication with staff will be essential to ensuring resources are in place when needed, and expectations are met. Collaborative discussions early on will ensure that we mutually agree upon all tasks and timeframes that are critical to milestones, deliverables, submittals, and review periods. RRM will also provide regular progress reports on work status and budget to the County of Santa Barbara and provide invoicing detail in order to track costs to specific development applications. Further, RRM accounting software provides daily monitoring of staff time and overall project budgets to ensure budget compliance.

## Methodology

We recognize that the needs of each community are unique, and an approach to providing services should be customized. RRM has been providing design review services for many years and has crafted the following process that has worked successfully. While we believe this is a good starting point, we look forward to further discussions with staff to refine a process that will best meet your needs.

### Checklist...

To ensure a thorough review is conducted, RRM has developed a checklist for both the applicant and County staff that describes precisely what materials are needed and the level of review desired by the City for the given project. Considering that we may work with multiple staff members in the County's Planning and Development Department, the checklist provides a consistent approach to each review. The County may also wish to add a project submittal requirement requesting that the applicant fill out a form or checklist to identify and describe design guidelines elements, where applicable, and conformance. Know that this checklist can be tailored to meet the County's specific needs.

### Analysis...

The RRM design review team conducts a thorough analysis of the proposed project by reviewing each aspect of the plan, including reviewing the site plan, elevations, floor plans, color and material samples, landscape plan, images of the site, illustrative sketches, and other supplemental information provided. Our team is familiar with the objective design standards found in Chapter 35.33 of the County LUDC as well as other County policy documents and will ensure consistency with County design criteria and vision.

### Site Design And Landscape...

Next, based on applicable design standards, our architects, planners, and landscape architects provide specific recommendations on the project's site design and landscape palette to ensure both are appropriate, given the location of the site and the character of the area. We consider the topography, climate, and soil characteristics in determining the appropriate placement of structures and selection of landscaping.

### Architecture...

Our architecture team analyzes the submittal for consistency with Chapter 35.33 design criteria as well as any other relevant County policies, context and adjacencies, appropriateness of architectural style, form and massing, and quality of design and materials. Having licensed architects on the review team allows us to give realistic and feasible solutions that the developer can implement. These recommendations are typed up in a memo format for County staff to use at their discretion.

### Sketch Recommendations...

Our architectural team often provides a sketch detailing the specific points we have covered in our written summary to support our recommendations. The sketch is either illustrated with a hand drawing on trace paper directly over the plan or elevation and/or is described through a detailed computerized graphic supported by representative images.



## Quick Turn-Around...

The RRM team strives to provide recommendations within ten working days of receipt of the application materials. Our design review team meets every Thursday to ensure we are scheduled and available weekly. We are available throughout the workday to answer questions about a specific project and keep a copy of the comments on file and provide subsequent reviews to follow-up submittals as needed. Working closely with County staff, RRM will develop tailored procedures to meet the County of Santa Barbara's needs with a particular focus on working within the County's established review timelines. We offer exceptional design review that comes from a firm that is:

- Organized with architects, planners, urban designers, landscape architects, and engineers under one roof.
- Equipped with a proven track record for administering quality design review services for a number of communities.
- Composed of experts in both preparing user-friendly specific plans, objective design standards, and design guidelines and administering them for public entities.
- Experienced with a team of design professionals adept at working constructively and positively with private applicants and their design professionals in yielding a higher quality design for their projects.

Dark, un-articulated mass draws attention to second story and feels looming over neighboring properties.



Rendering appears to have a difference in Finished Floor from one house to the other of 4'. Is that true? If the proposed house is actually 4' taller, the difference between height is being understated and view should be updated.

*West Hollywood Residential Project*



## Proposed Task Structure

RRM proposes the following task structure for each design review assignment and we welcome discussion of further refinements to meet County goals best.

### Task 1

#### Review Architectural Plans and Provide Memo to County Staff

- RRM will participate in a teleconference with County Staff to determine key issues and identify existing development surrounding the proposed project.
- The RRM will utilize Google Earth and photographs provided by the County or applicant to ensure the architectural design will be visually harmonious with the surrounding development; in certain instances projects may necessitate in-person site visits to better understand the site context. Opportunities for County staff to share initial thoughts and direction to the RRM will be provided, such as for horizontal/vertical articulation, mass, bulk, scale, rooflines, and building orientation, as identified in Chapter 35.33. RRM will review architectural and landscaping plans submitted with the application in conformance with the adopted objective design standards and other available policy guidance.
- RRM will prepare an easy-to-read memo with specific design recommendations and comments for how an applicant can correct or modify the design for consistency. Written recommendations may be accompanied by one (1) overlay sketch, if warranted, to explain the direction and level of required detail fully.

### Task 2 (optional)

#### Meetings with Applicants

- Subject to project needs, RRM may be asked to meet with the applicant or applicant's architect to assist County staff with presenting the requested changes (with County staff to lead the meeting) at an additional fee.

### Task 3 (optional)

#### Review Resubmittals

- In some instances, review of resubmittals of project plans is warranted. RRM will assist County staff with reviewing and commenting on revisions to the architectural plans. This may include reviewing and commenting on more than one set of revisions to the architectural plans if the revised design does not meet RRM and/or County staff's recommended changes. RRM will provide an estimated fee and receive approval before conducting additional reviews.

### Task 4 (optional)

#### Public Hearings

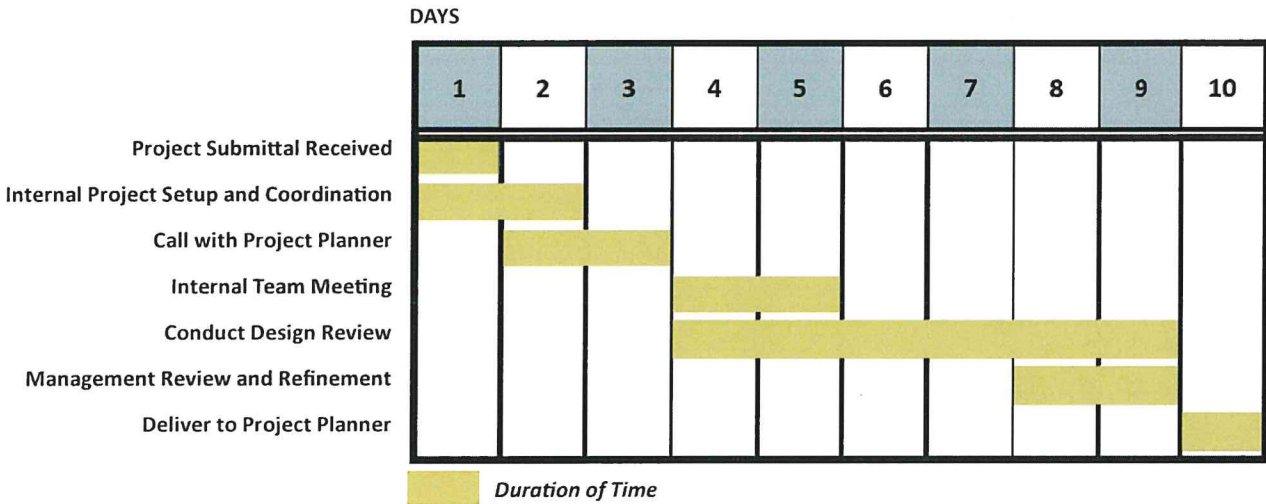
- Depending on the support necessary for the project, RRM may be asked to attend a public hearing or public meeting at an additional fee.



## Schedule

RRM strives to provide architectural design reviews of individual projects within ten working days of receipt of application materials. We believe our defined program management continues to work well for applicant projects. To give a better understanding of how our internal functions work in intake, review, and delivery of individual projects, we've included a timeline below that aligns with our identified turnaround time.

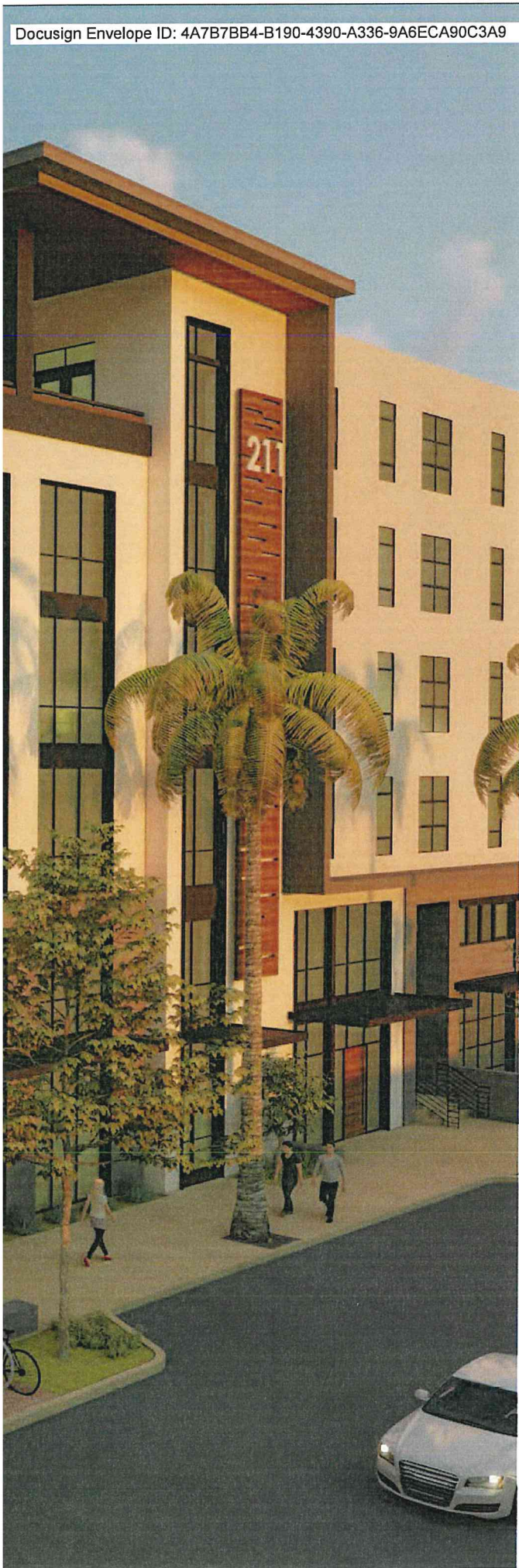
## Design Review Management Timeline











## Section 2

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# Resume and Qualifications of Personnel

## Assembling Our Team

RRM has over 200 in-house professionals, including a team of licensed architects, landscape architects, planners, urban designers, and civil and structural engineers that are readily available to provide support services to the County of Santa Barbara. Since 1996, our expert team of design professionals has worked together to conduct these services for a number of communities including Carson, Fremont, Santa Clarita, Pasadena, Anaheim, Long Beach, Ventura, Cupertino, Temple City, Capitola, among others.

Throughout the process, you will receive senior staff involvement. As illustrated in the organization chart, the RRM team will be overseen by Jami Williams, Principal-in-Charge. She has significant experience managing design review projects for cities throughout California including the review of high-profile projects in the cities of Santa Clarita, West Hollywood, and Pasadena. Matt Ottoson will serve as project manager and collaborate with Jami to provide final review of products and be available to provide support where needed. Matt has over 13 years of experience including reviewing projects for various cities with additional RRM design staff as needed. Please see the proposed organization chart followed by key staff resumes.

## City of Westlake Village

### RRM Design Group



**Jami Williams, CNU-A**  
Principal-in-Charge



**Matt Ottoson, CNU-A**  
Project Manager

*Architects  
Planners  
Urban Designers  
Landscape Architects  
Engineers*

*Architecture*  
**Randy Russom**  
AIA  
Architect

*Planning*  
**Elizabeth Ocampo**  
**Vivero**  
Urban Planner

*Landscape Architecture*  
**Debbie Jewell**  
PLA  
Landscape Architect + Urban Designer

*RRM Design Group has a variety of in-house resources who assist with special projects when needed. A selection of those professionals we tap into most often for design review assignments are featured here.*





## Jami Williams | CNU-A

Project Role: Principal-in-Charge



**Creating  
Environments  
People  
Enjoy®**

Managing partner with 28  
years of experience

### Education

- *Master of Business Administration, Architecture Management Track, California Polytechnic State University, San Luis Obispo*
- *Bachelor of Architecture, California Polytechnic State University, San Luis Obispo*
- *Semester Design Program, Ecole Des Beaux Art Americaines De Fontainebleau, France*
- *Associate of Science, Cuyamaca College, San Diego*

### Licenses and more

- *Congress for New Urbanism Accredited (CNU-A)*
- *American Planning Association (APA)*
- *Urban Land Institute (ULI)*

As a leading urban planner and Managing Partner at RRM Design Group, Jami Williams brings a wealth of experience to each project she's involved in. With a bachelor's degree in architecture, a master's in business administration, and over 25 years as an urban planner, Jami brings a unique perspective that enables her to advance projects from the early visioning and policy stages through a process that builds consensus and results in successful implementation. This combined with her vast experience in developing policies and work product resulting in infill and affordable housing solutions, multimodal strategies, and environmental justice, equity, sustainability, and smart growth initiatives has benefited communities throughout California. Jami's ability to implement clients' visions and needs into community beneficial design makes her one of RRM's most trusted urban planners.

### Featured project experience

- El Monte Downtown TOD Specific Plan
- El Monte Housing Element Update (2021-2029)
- El Monte On-Call Architectural and Landscape Review (2015-2017)
- El Monte On-Call Architectural and Landscape Review (2021-2024)
- El Monte Zoning Code and Design Guidelines Update
- Agoura Village Design Review
- Anaheim On-Call Planning and Design Review
- Arcadia New Objective Design and Development Standards
- Carlsbad Objective Design Standards
- Citrus Heights Design Review Services
- Cupertino Consulting Architectural Review Services
- Dublin Citywide Multifamily Design Standards
- Encinitas SB 2 Planning Grant (Objective Design Standards)
- Fremont Design Guidelines and Design Review
- Goleta Objective Design Standards for Multiple Dwelling and Mixed-Use Developments
- Long Beach Urban Design Element and On-Call Planning Services
- Pasadena Urban Design Consulting
- Santa Clarita Design Review Services
- Soledad Design Review Services
- Temple City Design Review + Objective Design Standards
- Watts On-Call Consulting Design Review
- West Hollywood Urban Design Program





## Matt Ottoson | CNU-A

Project Role: Project Manager



Creating  
Environments  
People  
Enjoy®

Principal Planner with 13 years  
of experience

### Education

- Master of Urban & Regional Planning, Emphasis in Land Use and Design, California Polytechnic State University, Pomona, CA
- Bachelor of Arts, Geography, Emphasis in Environmental Analysis, CSU Fullerton, CA

### Licenses and more

- Congress for New Urbanism Accredited (CNU-A)
- American Planning Association (APA)
- Congress for New Urbanism (CNU)
- Urban Land Institute (ULI)

With over a decade of experience in public and private sector planning, Matt Ottoson's approach to planning and design is driven by his desire to give back. As a city and private planner, Matt prioritizes both the client and communal need in all aspects of design. From concise written plans and graphics, to construction and community engagement, Matt is involved in every part of the process. As a key contributor to RRM's Design Review projects, he assists in implementing strategic construction and city-specific design for various planning projects across the state. Working alongside both local government agencies and private-sector clients, Matt's comprehensive view of planning and design fosters projects that enhance the communities in which we live.

### Featured project experience

- El Monte Downtown TOD Specific Plan
- El Monte Housing Element Update (2021-2029)
- El Monte On-Call Architectural and Landscape Review (2015-2017)
- El Monte On-Call Architectural and Landscape Review (2021-2024)
- El Monte Zoning Code and Design Guidelines Update
- Alhambra General Plan Update 2015, Alhambra
- Anaheim On-Call Planning and Design Review, Anaheim
- Azusa TOD General Plan/ Development Code Update and Specific Plan, Azusa
- Capitola Mall Design Peer Review Services
- Capitola Design Review Services
- Carlsbad Objective Design Standards
- Cupertino Consulting Architectural Review Services
- Temple City Architectural Design Review
- Pico Rivera On-Call Architectural Design Review Services
- Laguna Niguel On-Call Architectural Peer Review Services
- Carson On-Call Design Review
- Del Mar Design Guidelines and Municipal Code Amendments
- Encinitas SB 2 Planning Grant (Objective Design Standards)
- Fremont Design Guidelines and Design Review
- Lancaster Design Review Services
- Long Beach On-Call Planning Services
- Santa Clarita Design Review Services
- Temple City Design Review + Objective Design Standards
- West Covina Architectural and Urban Design Review





## Randall Russom | AIA, ASID

Project Role: Architect



Creating  
Environments  
People  
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Principal with 35 years of  
experience

### Education

- Bachelor of Architecture,  
California Polytechnic State  
University, San Luis Obispo, CA

### Licenses and more

- Architect, CA, C24410
- American Institute of Architects  
(AIA)
- American Institute of Architects  
Central Coast Chapter (AIACCC),  
San Luis Obispo, President
- City of Arroyo Grande, Planning  
Commissioner
- City of Arroyo Grande, Bridge  
Street Replacement Committee

As an engineering major with an early love of creation and a family of artists, a career in architecture was inevitable for Randy. Now, with over three decades of experience as an architect, Randy is an expert in construction management, hospitality projects, and custom residential work. As the former planning commissioner for the City of Arroyo Grande and a current member of the Board of Directors for the San Luis Obispo Chapter of the American Institute of Architects, Randy brings a collaborative approach to his work, aiming to utilize all the creative intellect his team encompasses. His work with RRM yields award-winning results that satisfy the needs of his clients, his team, and the community.

### Featured project experience

- El Monte On-Call Architectural  
and Landscape Review  
(2015-2017)
- El Monte On-Call Architectural  
and Landscape Review (2021-  
2024)
- Anaheim On-Call Architecture,  
Urban Design, and Landscape  
Architecture
- Carson On-Call Design Review
- Cupertino Consulting  
Architectural Review Services
- Dublin Citywide Multifamily  
Design Standards
- Dublin Objective Design  
Standards and ADU Prototypes
- Dublin On-Call Contract  
Planning Services - On-Site
- Fremont Design Review
- Laguna Niguel On-Call  
Architectural Peer Review  
Services
- Long Beach On-Call Planning  
Consultant Services (2015-2016)
- Porterville Accessory Dwelling  
Unit and Multifamily Dwelling  
Unit Plans
- Temple City Design Review +  
Objective Design Standards
- West Covina Architectural and  
Urban Design Review
- West Hollywood Urban Design  
Program
- West Hollywood Urban Design  
Project Application Analysis





## Debbie Jewell | PLA

Project Role: Landscape Architect/Urban Designer



Creating  
Environments  
People  
Enjoy®

Senior Urban Designer with 30  
years of experience

### Education

- Bachelor of Landscape Architecture, California Polytechnic State University, San Luis Obispo, CA
- Associate of Arts, Fine Arts, Drawing and Painting, Academy of Art College, San Francisco, CA

### Licenses and more

- Professional Landscape Architect, CA, 5308

With over two decades of design experience, Debbie Jewel brings an artistic eye to RRM's Urban Design team. Both her love of the outdoors and sharp artistic sense culminate in functional and aesthetically beautiful design. As a licensed landscape architect, Debbie has a comprehensive view of design. Her work experience spans from AutoCAD mapping and trail planning to specific and master plan development. She's worked on streetscape master plans and provided design review services for cities throughout the state. With an expansive expertise and a keen attention to detail, Debbie ensures reliable and eye-catching results for each project she works on.

### Featured project experience

- El Monte Downtown TOD Specific Plan
- El Monte On-Call Architectural and Landscape Review (2015-2017)
- El Monte On-Call Architectural and Landscape Review (2021-2024)
- El Monte Zoning Code and Design Guidelines Update
- Anaheim On-Call Architecture, Urban Design, and Landscape Architecture
- Arcadia New Objective Design and Development Standards
- Capitola Mall Design Peer Review Services
- Carlsbad Objective Design Standards
- Carson On-Call Design Review
- Cupertino Consulting Architectural Review Services
- Dublin On-Call Contract Planning Services - On-Site
- Encinitas SB 2 Planning Grant (Objective Design Standards)
- Fremont Design Guidelines and Design Review Services
- Goleta Objective Design Standards for Multiple Dwelling and Mixed-Use Developments
- Laguna Niguel On-Call Architectural Peer Review Services
- Long Beach Urban Design Element and On-Call Planning Services
- Temecula Citywide Design Guidelines
- Temple City Design Review + Objective Design Standards





## Elizabeth Ocampo Vivero

Project Role: Urban Planner



Creating  
Environments  
People  
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Principal Planner with 16 years  
of experience

### Education

- Master of City Planning,  
San Diego State University,  
San Diego, CA
- Bachelor of Science,  
Architecture, Universidad  
Autónoma de Baja California,  
Mexicali, BC, Mexico

### Licenses and more

- American Planning Association  
Member
- American Institute of Architects  
International Associate Member
- San Diego American Planning  
Association (SDAPA)  
Board Member, Awards Chair,  
DEI Subcommittee
- Citizens Coordinate for  
Century 3 (C-3) Director, Chair  
of C-3's Bi-National Border,  
Knowledge Action Network  
(KAN)

Elizabeth is a passionate urban planner with 16 years of experience in land use planning, urban design, community outreach, and project management of multi-disciplinary projects. Elizabeth often works in collaboration with our landscape architecture, architecture, and civil engineering teams, to ensure project designs enhance the communities where they are proposed. Elizabeth's experience includes seven years at the City of San Diego Planning Department, where she participated in the preparation of multiple community plans and grant funded efforts. She is skilled in preparing and conducting engaging community outreach strategies, and her bilingual background allows her to effectively communicate with Spanish speaking community members as part of the process.

### Featured project experience

- El Monte On-Call Architectural  
and Landscape Review  
(2021-2024)
- Agoura Village Specific Plan  
Implementation Analysis,  
Agoura Hills
- Carlsbad Objective  
Design Standards
- Carpinteria Downtown Design  
Overlay Program
- Cupertino Consulting  
Architectural Review Services
- Clairemont Community Plan  
Update, San Diego
- Dana Point General Plan  
Outreach
- Dixon Comprehensive Zoning  
Update
- El Segundo Downtown Specific  
Plan Update
- Escondido Public Art Master  
Plan
- Goleta Objective Design  
Standards for Multiple Dwelling  
and Mixed-Use Developments
- Hawthorne Zoning Code  
Amendments
- Merced County Community  
Plans (Franklin-Beachwood)
- Patterson Downtown Master  
Plan
- Rams Hill Specific Plan  
Amendment, Borrego Springs\*
- San Carlos Downtown Specific  
Plan
- Santee Arts and Entertainment  
District

\* Work performed prior to  
joining RRM Design Group









## Section 3

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# Past Experience

# RRM Design Group Firm Profile

## It's our hope to be known as a friendly design firm with accessible and collaborative professionals

All of us at RRM thrive on our passion for crafting enjoyable environments, a commitment that has fueled our success for fifty years. From the inception of our journey to our current flourishing state, our team of architects, landscape architects, engineers, surveyors, and planners collaborates closely with clients to shape our communities. Whether the project is public or private, commercial or residential, we excel in attentive listening, thoughtful design, and timely, budget-conscious delivery—values we've upheld since our establishment in 1974.

## What it's like to work with us

We feel that this client quote sums up the experience of working with RRM:

***"RRM was equally attentive and responsive to issues both large and small, real and imagined. I was consistently impressed with their calm, informed manner and attention to details."***



**50  
Years**

*In Business  
in California*

**3,600+**

*projects completed  
in California over  
the past two  
decades*

**Over 2  
Decades**

*providing design  
review services  
throughout the  
State of California*

**18**

*Community & Urban  
Planners*



## RRM by the Numbers

### 7 Offices

*Our headquarters are  
located at:*

*3765 South Higuera St.,  
Ste. 102 in  
San Luis Obispo, CA 93401  
p: (805) 543-1794*

*Additional offices in: Santa Barbara,  
Ventura, San Juan Capistrano, San  
Diego, San Leandro, and Seattle.*

### 209 Employees in 6 Disciplines

- Architects
- Civil Engineers
- Landscape Architects
- Planners & Urban Designers
- Structural Engineers
- Surveyors

### 100% Employee- Owned Firm

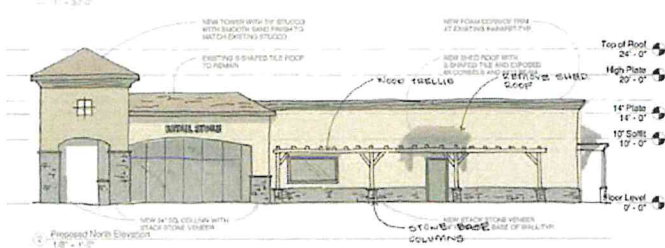
*RRM Design Group is a California  
corporation and a 100%  
employee-owned company (ESOP),  
incorporated November 26, 1974*



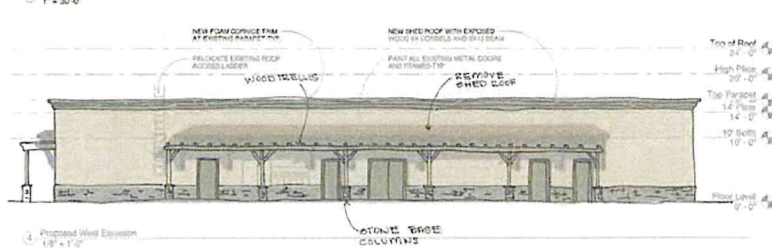




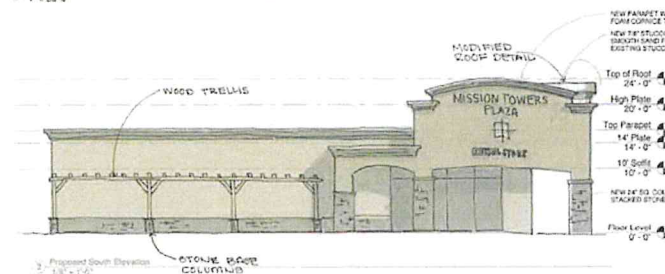
Existing North Elevation  
1" = 32'-0"



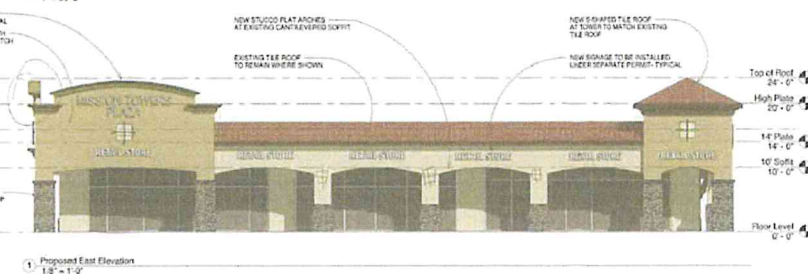
Existing West Elevation  
1" = 32'-0"



Existing South Elevation  
1" = 32'-0"



Existing East Elevation  
1" = 32'-0"



## Design Review

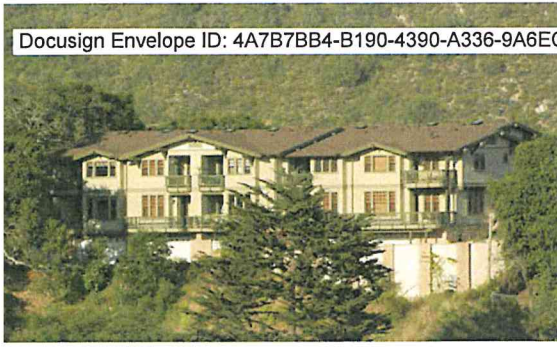
For over 26 years, RRM Design Group has successfully provided design review services to many communities throughout California. We are known for providing clear direction about achieving high-quality, aesthetically pleasing, functional design solutions that positively contribute to a community's character. We promote creative dialogue with flexibility and efficiency, providing consistent, forward-thinking, implementable design solutions. Given the variety of projects submitted for design review, it is essential that the reviewer have experience interpreting design standards, design guidelines, and translating them direction for how to correct or modify the design that effectively demand the desired architectural integrity and character.

RRM has experience in both writing and implementing objective design standards, design guidelines, and performing comprehensive design review services. We look forward to the opportunity to assist you in shaping the future of projects in the County of Santa Barbara.









## Multifamily/ Mixed-Use Development

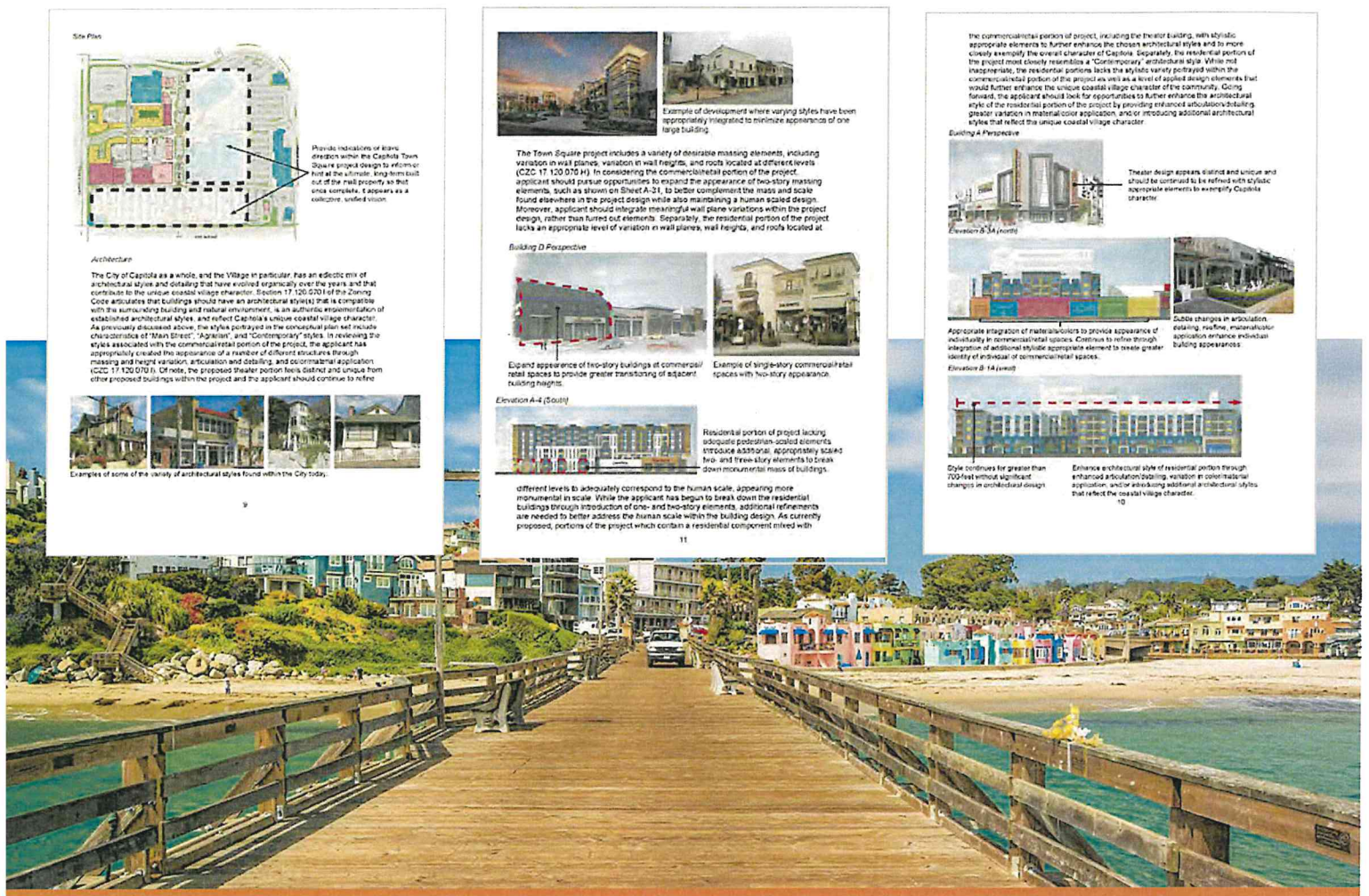
*One of the most important distinguishing factors between RRM and other consultants is our portfolio of architectural projects that we bring to the assignment. We not only know how to write design standards and guidelines, but we implement them. We know how to get things built.*



### **RRM projects featured here:**

*Avila Oaks Multifamily Development, Casa Las Granadas Multifamily Housing, Mountain View Housing, Paseo Chapala Mixed-Use Development, and Jardin de la Rosa Mixed-Use Development*





## Capitola Design Review Services

RRM Design Group has provided extensive design review service since 2019 to the Planning Department in the City of Capitola. The approach we have found most successful involves gathering the appropriate team of architects, urban designers, landscape architects, certified planners, and engineers to review and comment on a set of project plans submitted by an applicant. RRM then provides a succinct memorandum of comments and recommendations as well as graphic support in the form of sketches or red-lined plans for staff to use in preparation of their staff report. We keep a copy of the comments on file and provide subsequent reviews to follow-up submittals as needed. This review includes cross checking with the existing Objective Standards for Multifamily and Mixed-Use Residential Development and focusing on quality urban design and architectural recommendations.

### Client:

City of Capitola

### Location

Capitola, CA

### The RRM Teams Involved

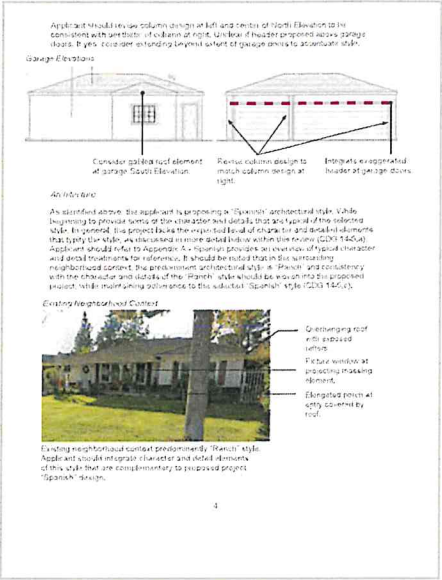
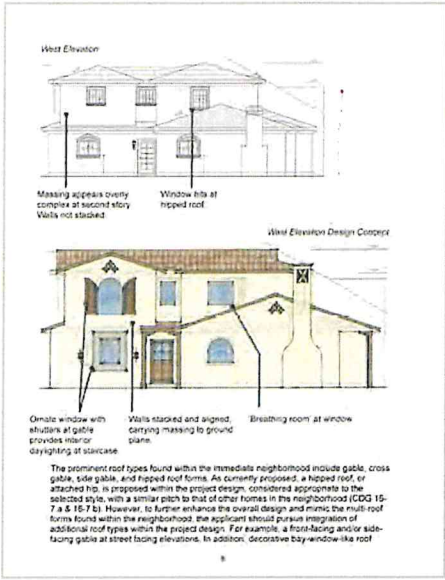
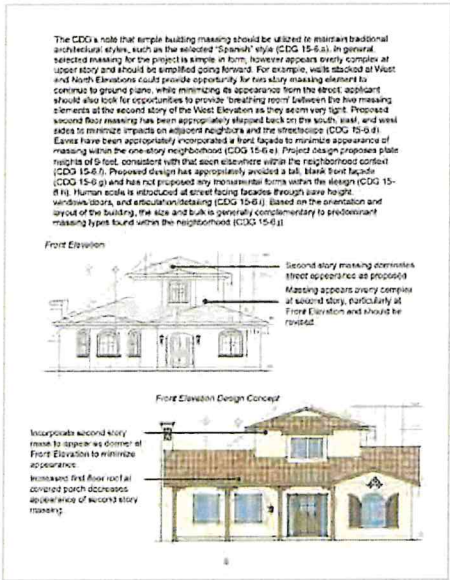
- Planning
- Architecture

### Project Timeline

2019-present







# Arcadia Design Review

The City of Arcadia engaged RRM Design Group to oversee a comprehensive range of design-related projects, including the following: Design Guidelines Update: Updating and refining existing design guidelines to ensure alignment with contemporary standards and best practices; Design Review: Conducting thorough reviews of project plans submitted by applicants, involving a multidisciplinary team; Gold Line Station Pedestrian Linkage: Enhancing pedestrian connectivity and access around Gold Line Station through thoughtful design interventions; Alley Pedestrian Improvements: Implementing improvements to enhance pedestrian experience and safety within alleyways across the city; and New Objective Design and Development Standards: Developing fresh design and development standards aimed at fostering sustainable and aesthetically pleasing built environments.

Throughout these projects, RRM maintains a meticulous record of comments and recommendations, facilitating seamless follow-up reviews for subsequent submittals as necessary. It's important to note that while these reviews emphasize urban design and architectural quality, they do not encompass compliance reviews for code or development standards.

## MEMORANDUM

Date:	March 2019
To:	Local Action Center, Senior Director
From:	RRM Design Group
Project Name:	Arcadia Design Review (CDD)
Project Number:	2019-000001 (CDD)
Topic:	DD Local Action Review

Dear Sirs,

You have reviewed the proposed project design for compliance with the City of Arcadia's Design Guidelines (CDD), specifically the Single-Family Residential section.

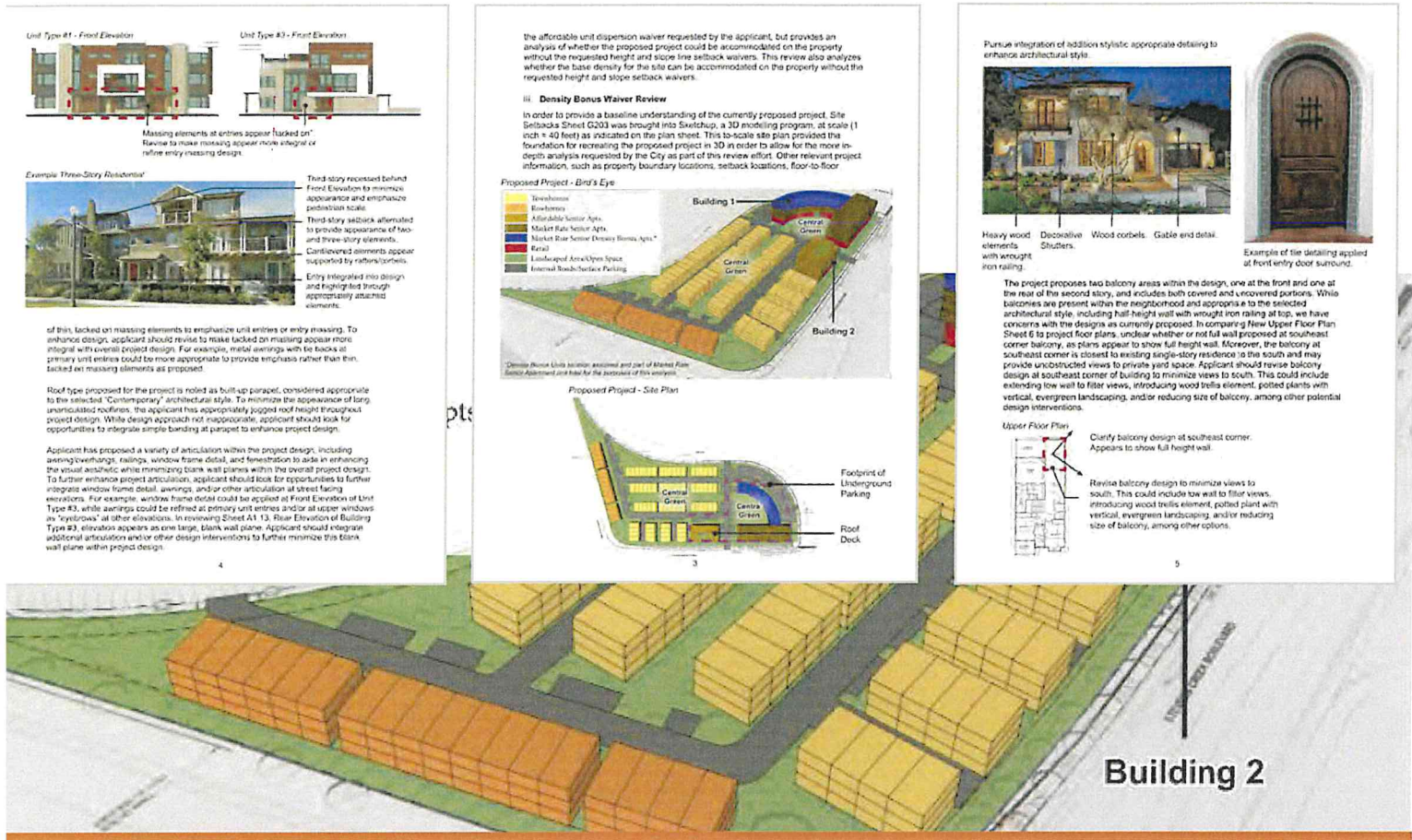
Project documents reviewed include May 5, 2019 and include Site Plan & Cover Sheet A-1, Proposed Floor Plans and Roof Plan Sheet A-2, Main House Elevation Sheet A-3, and Garage Plans Sheet A-4. In addition, staff comments previously provided to the applicant, dated April 7, 2019 and November 27, 2019, were also reviewed for context.

**Neighborhood Character and Patterns**

According to the City of Arcadia Zoning Map, the project site is zoned Second Gate Family (R-1). The parcel currently contains an existing one-story, single-family residence on an existing, predominantly single-story, residential neighborhood context. The area immediately surrounding the project site is characterized by a variety of land uses, including Central Commercial (C-2) to the north, and Second Gate Family (R-1) to the south, east, and west.



- Client:**  
City of Arcadia
- Location:**  
Arcadia, CA
- The RRM Teams Involved**
- Planning
- Project Timeline**  
2019-2020



## Cupertino Design Review Services

Beginning in 2020, RRM Design Group has worked alongside Planning Division staff to support a wide variety of project review types within the City. Our multidisciplinary design review team provides design review memorandums with supporting graphics for use by City staff on a variety of residential, commercial, office, and mixed-use projects. Projects are reviewed for consistency with the relevant design guideline direction found within the City's Zoning Code, specific plans, and other relevant documents. Reviews include project narratives and design recommendations that are supported by both images and digital and/or hand sketches. Our efforts have resulted in the elevation in design quality of the built environment throughout the City of Cupertino.

### Client:

City of Cupertino

### Location

Cupertino, CA

### The RRM Teams Involved


- Planning
- Architecture

### Project Timeline

2020-present







## MEMORANDUM


<b>Date:</b> September 2, 2015	
<b>To:</b> Hristy Liu, Associate Planner	<b>Organization:</b> City of Temple City
<b>From:</b> RRM Design Group	<b>Title:</b> Design Review Team
<b>Project Name:</b> Temple City Consulting	<b>Project Number:</b> 0195-01-LR15
<b>Topic:</b> The Terraces at Temple City	

Dear Hristy,

We have reviewed the proposed design of The Terraces for compliance with the City of Temple City Downtown Specific Plan (DTSP) Design Guidelines and overall architectural design.

The documents provided and required are Master Site Plan (sheet A-1.1), Floor Plans (sheets A-2.0 through A-2.4), Elevations (sheets A-3.1 and A-3.2), and Sections (sheets A-4.1), all undated. Two undated color elevation sheets have also been provided. No landscape plan or color and materials board have been provided and these items are not addressed in this review. It should be noted that there is inconsistency between the elevations in the plan set and the color renderings, although not significant enough to alter the general comments on the design.

The significance of this project in relation to the immediate neighborhood and the City as a whole, and the exceptions to the Specific Plan, provide a finding that "The project is designed to enhance the surrounding neighborhood, provide an exceptional high-quality architectural design, and promote pedestrian activity by providing pedestrian-oriented design elements and features" is required. The primary focus of the review herein addresses the applicability of this finding for the proposed project.




EAST ELEVATION (VIEW FROM TEMPLE CITY BLVD.)

East Elevation

### Neighborhood Character and Patterns


The project site is a "Temple City Blvd. Commercial District" zoned parcel within the Downtown Specific Plan Area. The proposed project sits on a 1.3-acre site at the corner of Temple City Boulevard and Woodlark Avenue covering a currently vacant lot and the parcel occupied by the "City Plaza". The project is at the edge of the Commercial District which consists of dated single-story retail commercial buildings. Directly adjacent to the project across Woodlark Avenue are older single-story residences. Directly to the west of the project and across an alley are one and two-story multifamily projects. Also across the alley near the middle of the proposed project is a City parking lot.



PROJECT SITE

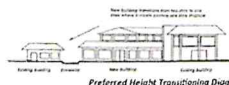
Vicinity Map

The adjacent and nearby commercial development pattern is of a traditional downtown, pedestrian friendly, zero setback configuration with vehicular access directed to public parking lots. A variety of possible appropriate architectural styles are identified for this area (DTSP D 2 b 4, pg. V-32). The Specific Plan identifies this area for small scale, pedestrian-oriented projects which encourage a "village downtown" atmosphere.



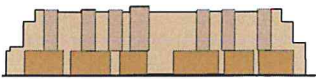
Aerial View

- Step the mass at the upper floors to transition from the height of adjacent development to the maximum height of the proposed building (DTSP C 2 a 1, pg. V-5).

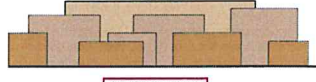


Preferred Height Transitioning Diagram


- Break up the thin vertical elements into more appropriate scale masses to create opportunities to vary the height and color in order to reduce the overall impression of a large mass. Vary the height of the building so that it appears to be divided into distinct massing elements (DTSP C 2 a 2, pg. V-6).



PROPOSED MASSING



SUGGESTED MASSING



Preferred Massing Diagram

## Temple City Design Review

RRM's team of architects and urban designers has provided design review services for Temple City since 2004. Our team has reviewed and commented on the design of a variety of project types including mixed-use, residential, commercial, and industrial. Design recommendations for these reviews are supported graphically through sketches and red-lined plans and from time-to-time also include site visits, meetings with applicants, and staff assistance in preparation for hearings. RRM has also assisted the City in preparing mixed-use planning and best practices materials as well as comprehensive infill residential design guidelines. Mixed-use materials were used to educate City staff and elected officials on the complexities of this development type and to frame the City's review approach for future development proposals.

### Client:

City of Temple City

### Location

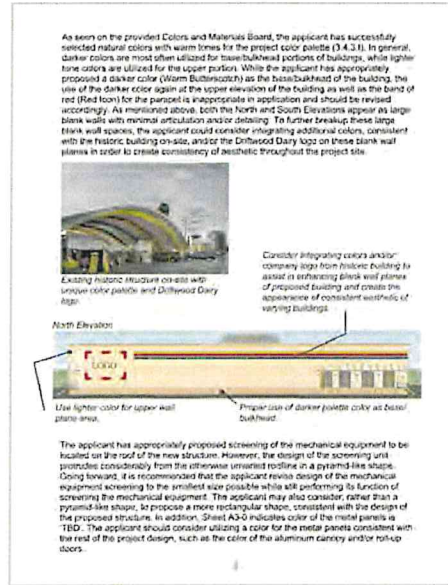
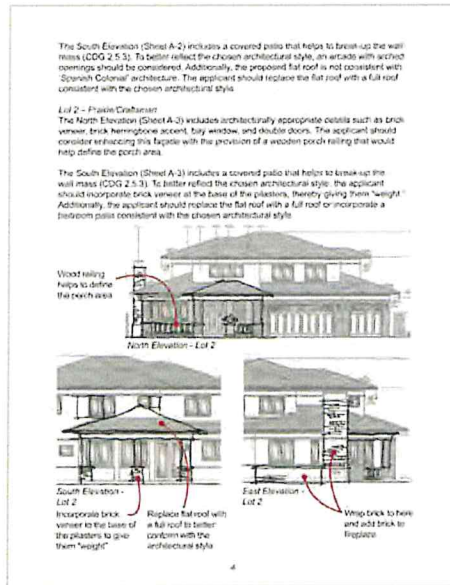
Temple City, CA

### The RRM Teams Involved

- Planning
- Architecture
- Landscape Architecture

### Project Timeline

2022-present



# El Monte On-Call Architectural and Landscape Review Services

RRM Design Group has provided design review services for the City of El Monte since 2015. Our multi-discipline professional design review team provides compliance check and supporting design review memorandums and graphics for residential, commercial, industrial, and mixed-use projects within the City. We assist City staff with the Initial Plan Review and Design Review process by reviewing projects for consistency with the City's Comprehensive Design Guidelines, and when directed City staff, for relevant portions of the El Monte Municipal Code. Reviews include project narratives and design recommendations that are supported by both images and digital and/or hand sketches. Our efforts have resulted in the elevation in design quality of the built environment throughout the City of El Monte.

**Client:**  
City of El Monte

**Location**  
El Monte, CA

**The RRM Teams Involved**

- Planning
- Architecture
- Landscape Architecture

**Project Timeline**  
2015-present







## Anaheim Planning Support Services

The City of Anaheim Planning Department retained RRM Design Group to conduct on-call professional services for both design review and for planning department staffing. RRM's approach to design review involves gathering the appropriate team of architects, urban designers, landscape architects, certified planners, and engineers to review and comment on a set of project plans submitted by an applicant. RRM then provides a succinct memorandum of comments and recommendations as well as graphic support in the form of sketches or red-lined plans for staff to use in preparation of their staff report.

**Client:**  
City of Anaheim

**Location**  
Anaheim

### The RRM Teams Involved

- Planning
- Architecture
- Landscape Architecture

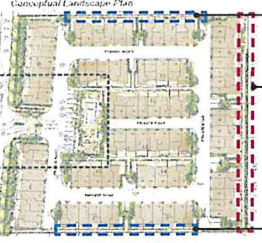
### Project Timeline

2018-present

It is understood that there is an existing 2' wide easement and overhead power lines along the eastern project boundary which do not allow for them. However, landscaping and dense evergreen screening trees must be located adjacent to the existing single-family residences to the east to slip down the height of the proposed buildings and provide privacy between the existing and proposed homes. Further refinement of the site plan is required to provide more space for fast growing evergreen screen trees along the eastern boundary of the project site, with a similar spacing to what is proposed along Rossmore Boulevard. The landscaping should be strategically placed to soften views and buffer the lines of site between the existing homes, and grasses and deciduous species should not be used for screening. Where space is limited, the applicant should use vertically growing trees, shrubs, and vines to buffer views. The Plant Legend on Sheet L-3 should include additional fast-growing and dense evergreen screening shrubs. Lastly, insert a note on the existing adjacent buildings on the Landscape Plan, similar to the Site Plan on Sheet A6.


This applicant is appropriately providing screening areas in the narrow spaces along the project boundary, however, there are concerns that the CMU wall and footing construction may not allow adequate room for planting. Consider removing the planting areas adjacent to the courtyard only at buildings 2, 3, 7, and 8 to allow for more planting along the perimeter walls. Additionally, consider asking climbing vines to the legend and providing shade-tolerant evergreen vine species.

**Conceptual Landscape Plan**



- Consider removing the planting areas adjacent to courtyard walls to allow for more planting along perimeter walls.
- Refine site plan to provide space for evergreen screen trees adjacent to existing neighbors.
- Consider removing the planting areas adjacent to courtyard walls to allow for more planting along perimeter walls.


**9-Plex Townhomes Front Elevation**



Integrate different solid and open rail treatments at balconies and porches rather than one style.

Introduce more pronounced vertical proportions from the 3rd story to the ground floor.


**9-Plex Townhomes Rear Elevation**



Provide greater 360-degree architectural detailing on side and rear elevation.


Integrate shutters and wrought iron detail.

**9-Plex Townhomes Left Elevation**



Integrate shutters and wrought iron detail.

Example of adequate architectural detailing that could benefit the project design



**MEMORANDUM**

Date: March 8, 2024

To: Anna Gonzalez	Organization: City of Pico Rivera
From: RRM Design Group	Title: Design Review Team
Project Name: Pico Rivera On-Call Architectural Design Review Services (2024)	Project Number: 17-000074 (RRM Task Number = 3448)
Topic: 9-Plex Townhomes	

Dear Anna,

We have reviewed the site plan, architectural design, and landscape design proposed as part of the 9-Plex Townhomes project. While the City does not have design guidelines or other criteria to evaluate the project against, the following comments have been developed based on RRM Design Group's professional experience with conducting design reviews for over 20 years as well as implementing residential developments across the State of California.

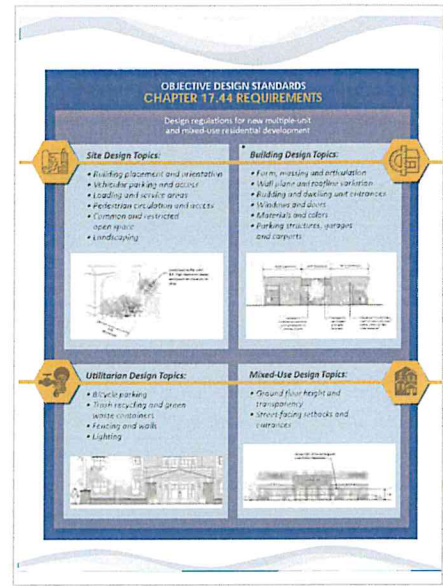
Project documents reviewed include Development Summary Sheet and Sheet Index, Sheet A1, Photographic Survey Keymap, Sheet A2, Photographic Survey Photos, Sheet A3, Photographic Survey Photos, Sheet A4, Photographic Survey Photos, Sheet A5, Architectural Site Plan, Sheet A6, Architectural Site Plan, Sheet A7, Architectural Renderings, Sheet 7, Left, Front, Right, and Rear Exterior Elevations, Sheet A8, 9-Plex First Floor Plan, Sheet 9, 9-Plex Second Floor Plan, Sheet 10, 9-Plex Third Floor Plan, Sheet 11, 9-Plex Roof Plan, Sheet 12, Front and Left Exterior Elevations, Sheet A13, Rear and Right Exterior Elevations, Sheet A14, 9-Plex First Floor Plan, Sheet 15, 9-Plex Second Floor Plan, Sheet 16, 9-Plex Third Floor Plan, Sheet 17, 9-Plex Roof Plan, Sheet 18, Front and Left Exterior Elevations, Sheet A19, Rear and Right Exterior Elevations, Sheet A20, 9-Plex First Floor Plan, Sheet A21, 9-Plex Second Floor Plan, Sheet 22, 9-Plex Third Floor Plan, Sheet 23, 9-Plex Roof Plan, Sheet 24, 9-Plex Front and Left Exterior Elevations, Sheet A25, 9-Plex Rear and Right Exterior Elevations, Sheet A26, 9-Plex First Floor Plan, Sheet 27, 9-Plex Second Floor Plan, Sheet 28, 9-Plex Third Floor Plan, Sheet 29, 9-Plex Roof Plan, Sheet 30, Plan 1, Sheet 31, Plan 2 & 3 Parking, Sheet 32, Plan 4, Sheet 33, Clubhouse Front, Right, Rear, and Left Elevations, Sheet A34, Clubhouse Floor Plan, Sheet A35, Clubhouse Roof Plan, Sheet A36, Colors and Materials Board, Sheet A37, List of Site Analysis, Sheet 38, Side Shadow Analysis, Sheet 39, Parking Plan, Sheet 40, Conceptual Landscape Plan, Sheet L-1, Entry and Pool Area Enlargement, Sheet L-2, Proposed Plant Palette, Sheet L-3, Hydrozone Map and Water Use Calculations, Sheet L-4, and Wall and Fencing Plan, Sheet L-5.

# Pico Rivera On-Call Architectural Design Review Services

Beginning in 2024, RRM Design Group has supported the City of Pico Rivera's Planning Division staff in providing design review services for current planning projects as part of the administrative and discretionary development review processes. Our multi-disciplinary team of planners, architects, and landscape architects conducts reviews of project designs to promote high quality design that is sensitive to its surroundings and emphasizes the importance of scale, space, and compatibility. RRM produces concise and easy to use design review memorandums which contain supporting graphics and meaningful content for City staff to use when interfacing with an applicant and/or to include within their project staff reports.

- Client:**  
City of Pico Rivera
- Location**  
Pico, Rivera, CA
- The RRM Teams Involved**
- Planning
  - Architecture
- Project Timeline**  
2024-present





2024 Best Practices Award, APA Central Coast

## Goleta Multiple-Unit and Mixed-Use Objective Design Standards

The City of Goleta, with support from RRM Design Group, developed objective design standards to meet SB 35 requirements. The City conducted thorough outreach with the community and with the City's Design Review Board to successfully guide the preparation of the standards. Given the technical nature of zoning codes and design documents, the team prioritized educating the public on how design standards affect the look and feel of the community and how they can raise the bar of development for local designers and applicants.

To craft "clear and measurable" standards that uphold the design values and heritage of the community, RRM drew upon existing design guidelines and visual resources policies. The process involved a "translation" of broad and subjective design direction into specific architectural standards. The team created graphics that illuminated basic design concepts and clarified common questions. The Objective Design Standards were adopted into the City's Municipal Code in November 2022.

### Client:

City of Goleta

### Location

Goleta, CA

### The RRM Teams Involved

- Planning
- Architecture
- Landscape Architecture

### Project Timeline

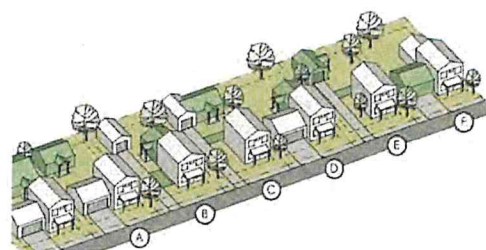
2021-2023



## Dublin Objective Design Standards and ADU Prototypes

The City of Dublin hired RRM Design Group to develop clearly defined objective design standards endorsed by the community and decision-makers that can be applied to multifamily and mixed-use residential projects. The intent of the project is to ensure that new residential development is compatible with the surrounding neighborhoods, that quality materials are used, that building form and scale are appropriate to the site, and that development complies with the intent of Senate Bill (SB) 35 laws to facilitate and expedite construction of housing. The final product includes clearly written standards with easy-to-use graphics. RRM, in partnership with the City, conducted a Planning Commission study session on the City's draft Multi-Family Residential (MFR) Objective Design Standards to gain feedback on the draft standards prior to decision-maker review and consideration of adoption.

### EXAMPLES OF ADU CONFIGURATIONS



**Client:**  
City of Dublin

**Location:**  
Dublin, CA

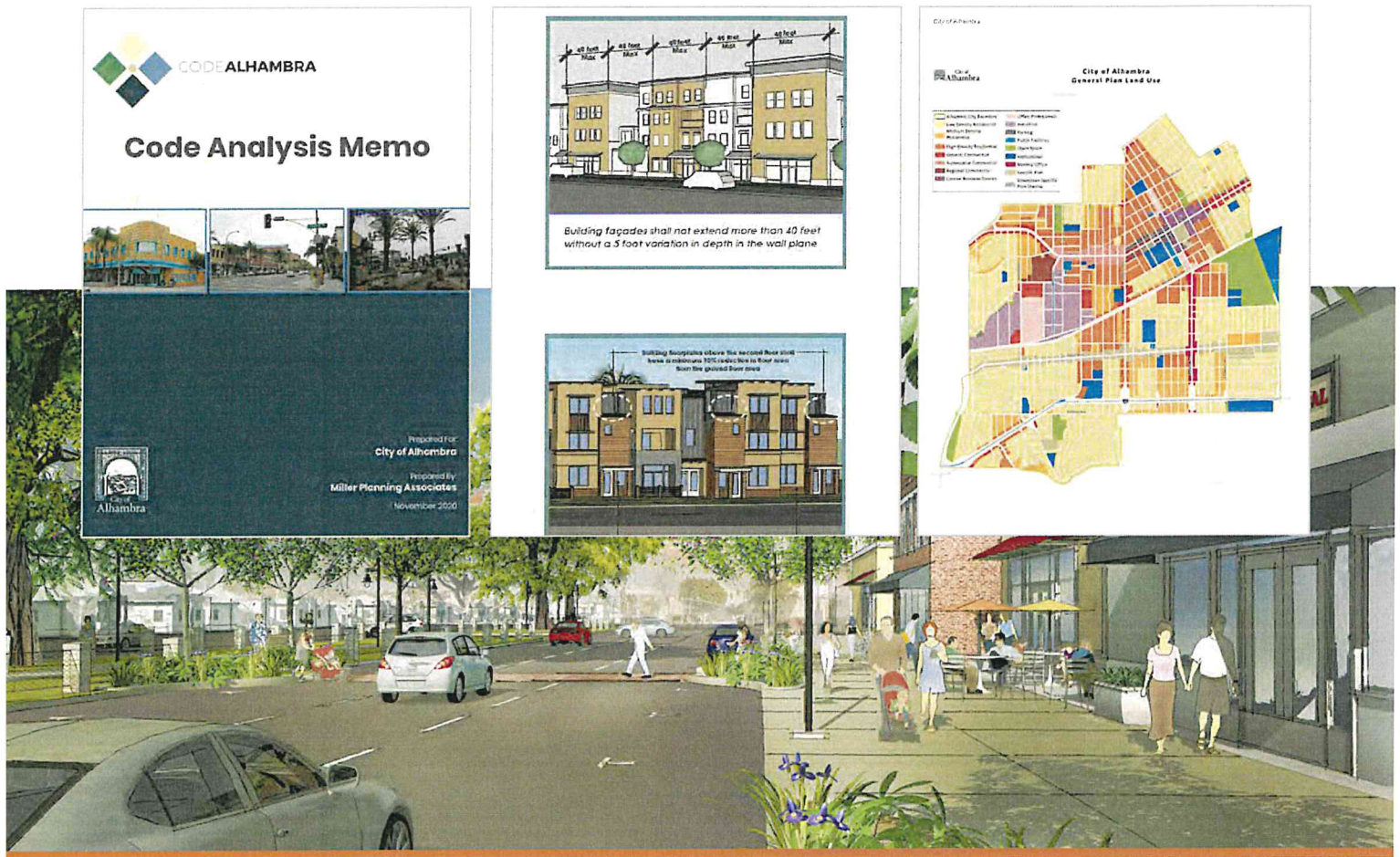
#### The RRM Teams Involved

- Planning
- Architecture
- Landscape Architecture

**Project Timeline**  
2020-2023







## Alhambra Objective Design Standards and Design Guidelines

The City of Alhambra reached significant milestones in approving and adopting the 2040 General Plan in 2019 and the Comprehensive Zoning Code in 2024. RRM Design Group was a significant contributor to both of these efforts and was recently selected to develop objective design standards. Currently, the City seeks greater consistency and compatibility in urban design throughout the City. RRM will work with the City to refine and tailor the approach to design standards and guidelines to ensure an attractive and aesthetically pleasing city environment and foster unique neighborhood identities. The current work effort entails four deliverables: (1) review and update the existing citywide objective design standards in Alhambra Municipal Code ("AMC"), (2) Develop specific objective design standards for two distinct commercial/business zones, (3) Review and update the City's existing single-family residential design guidelines, and (4) Develop design guidelines for commercial, mixed-use, and multi-family residential projects.

### Client:

City of Alhambra

### Location

Alhambra, CA

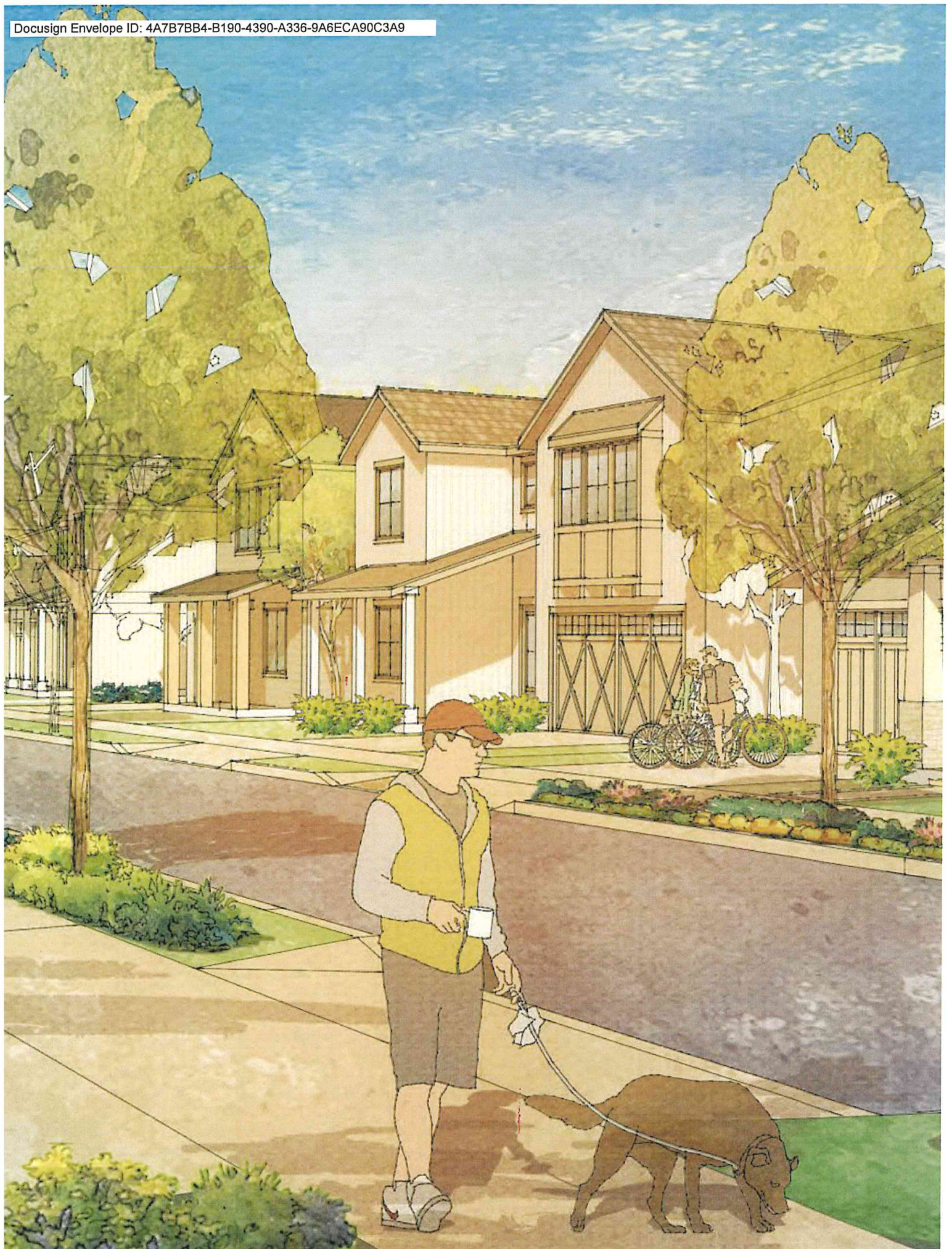
### The RRM Teams Involved

- Planning
- Architecture

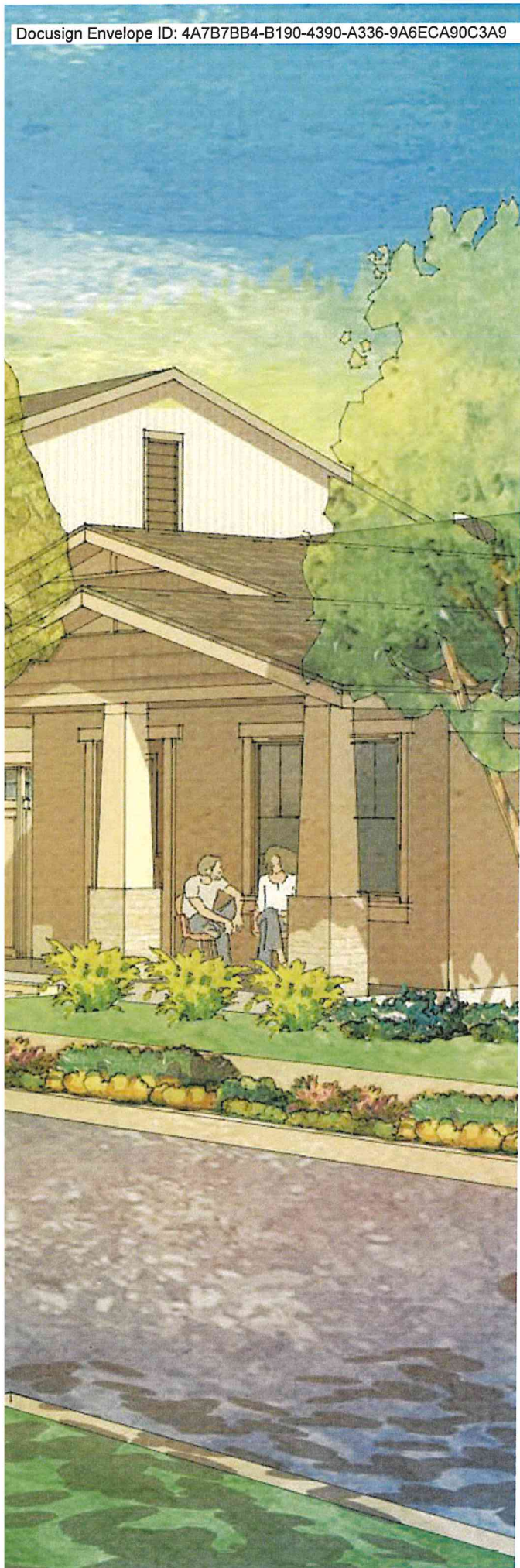
### Project Timeline

2024-present









## Section 4

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# Sample of Architectural Review Work

## Sample of Architectural Design Review Work

The following are two sample illustrations and brief narrative explanations for architectural design review work by RRM Design Group for multiple-unit residential and mixed-use projects.

<b>Date:</b> January 25, 2024	
<b>To:</b> Brian Froelich, Senior Planner	<b>Organization:</b> City of Capitola
<b>From:</b> RRM Design Group	<b>Title:</b> Design Review Team
<b>Project Name:</b> 38 <sup>th</sup> Avenue Apartments	<b>Project Number:</b> 1783-08-CU24
<b>Topic:</b> 1098 38 <sup>th</sup> Avenue Apartments Design Peer Review	

Dear Brian,

We have reviewed the proposed design for compliance with the City of Capitola Objective Standards (OS) Ordinance, found within Chapter 17.82 – Objective Standards for Multifamily and Mixed-Use Residential Development within the City Municipal Code.

Project documents reviewed include PA0.1 Title Sheet, PA0.2 Amenity Map, PA0.3 Existing Site Context, PS1.1 Boundary and Topographic Survey, PS1.2 Boundary and Topographic Survey, PS1.3 Boundary and Topographic Survey, C1.0 Grading and Drainage Plan West, C1.1 Grading and Drainage Plan East, C2.0 Utility Plan, C3.0 Public Improvements Plan, C4.0 Stormwater Control Plan, C5.0 Off-Site Storm Drain Plan & Profile, PA1.1 Architectural Site Plan, PA1.2 Fire Access Plan, PA1.3 Site Lighting Plan, PA1.4 Unit Mix Plans, PAA2.1 Building A – Floor Plans, PAA2.2 Building A – Floor and Roof Plan, PAA3.1 Building A – Exterior Elevations, PAB2.1 Building A – Floor Plans, PAB2.2 Building A – Floor and Roof Plan, PAB3.1 Building A – Exterior Elevations, PAC2.1 Building A – Floor Plans, PAC2.2 Building A – Floor and Roof Plan, PAC3.1 Building A – Exterior Elevations, PAD2.1 Building A – Floor Plans, PAD2.2 Building A – Floor and Roof Plan, PAD3.1 Building A – Exterior Elevations, PA2.1 Studio and 1-Bedroom Unit Plans, PA2.2 2-Bedroom Unit Plans, PA2.3 3-Bedroom Unit Plans, PA4.1 Design Narrative, PA4.2 Exterior Conceptual Renderings, PA4.3 Exterior Conceptual Renderings, PA4.4 Exterior Conceptual Renderings, PA4.5 Architectural Character – Contemporary California Craftsman, PA5.1 Materials Board, PA6.1 Objective Design Standards, L1.1 Tree Protection and Removal Plan, L2.1 Tree Mitigation Plan, L2.2 Landscape Plan, L2.3 Open Space, L2.4 Fencing Exhibit, L2.5 Landscape Materials Exhibit, L3.1 Irrigation Plan and Schedule, L3.2 Irrigation Notes, L4.1 Planting List, JT1.01 Dry Utility Standards, JT1.02 Dry Utility Intent.





### Neighborhood Character and Patterns

According to the City of Capitola Zoning Map, the project site is zoned Multi-Family Residential, Medium Density (RM-M). The parcel is currently vacant and located along 38<sup>th</sup> Avenue, within a generally single-family neighborhood. The area immediately surrounding the project site is characterized by a variety of land uses, including single-family residential parcels to the north, commercial parcels to the east, and mobile-home residential parcels to the west and the south.

### Project Design Review

The project proposes to construct 52 units of affordable family housing available to low-income households on a 1.98-acre site. Based upon a review of the project plan set, the applicant proposes an architectural style that most closely resembles "Contemporary Coastal" and will be referred to as such going forward within this review.



*Project Location*

### Site Planning

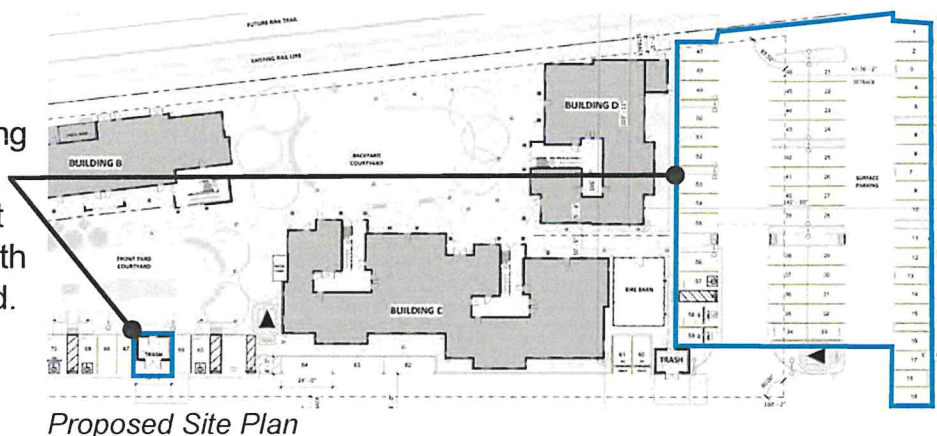
Site planning involves an understanding of appropriate building placement and configuration, but also the consideration of surrounding uses, landscape design, adjacent uses, hardscape, and parking. The applicant has successfully designed the site to be consistent with OS 17.82.040.A, by providing attractive transitions from the public to private realm while also engaging the public street frontage. Additionally, the applicant complies with OS 17.82.040.B.1.a, which requires developments located in the Residential Multifamily (RM) and Mixed Use, Neighborhood (MU-N) zones to include a minimum sidewalk width of 6 feet along the public right-of-way. Proposed interior sidewalks are shown at 6-feet which also complies with OS 17.060.B.4, which requires sidewalks at a minimum of 6 feet connecting building entrances with public streets.

In reviewing the Site Plan, the applicant has appropriately provided parking spaces at the rear of the site to conceal proposed parking from the public realm/street frontage (OS 17.82.050.A). In addition, according to OS 17.82.050.B.2, the maximum width of a new driveway crossing a public sidewalk is 20 feet for a two-car driveway. The applicant is currently proposing a 24 feet driveway on the western side of the project site for vehicular access. The applicant should consider reducing this driveway access dimension to 20 feet (OS 17.82.050.B.2), unless public safety requirements dictate otherwise. Additionally, the applicant has successfully incorporated street facing patios and provided a landscaping buffer adjacent to the sidewalk to enhance the public streetscape (OS 17.82-3.B.2).



While the proposed refuse storage areas are appropriately screened from the public view by a solid enclosure, the applicant should reconsider the location of the western enclosure, as it is located near proposed open space. Moving the enclosure to the eastern parking lot will ensure unwanted odors are not impacting the front yard courtyard, assuming this works for trash company and client program.

Consider re-locating trash enclosure to eastern parking lot to avoid conflict with frontyard courtyard.

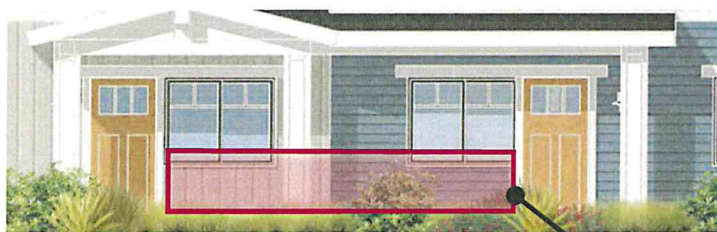


*Proposed Site Plan*

The applicant is currently proposing four street trees along 38<sup>th</sup> Avenue, however, there must be at least one street tree for every 30 feet of linear feet of sidewalk. Consider adding an additional street tree as there is a 60 foot gap between the middle street trees provided (OS 17.82.040.B.2.a). Additionally, street trees should be provided within the sidewalk (OS 17.82.040.B.2.a) in tree wells a minimum of 36 inches in width and 36 inches in length (OS 17.82.040.B.2.c).

### *Architecture*

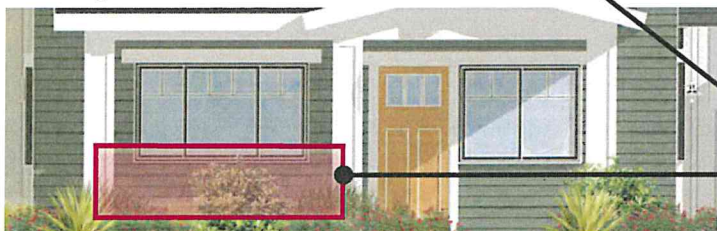
The applicant has successfully proposed a project that aesthetically complements the surrounding neighborhood by providing well designed affordable housing units that respect the scale and is compatible with nearby uses. The Western Elevations of Building A and Building B facing 38<sup>th</sup> Avenue successfully offer welcoming building frontages that serve as an appropriate transition from the public realm to the private realm (OS 17.82.060.A). While the proposed project complies with the OS Entry Design standards, the applicant should consider adding railing and/or other design intervention to the public street facing porches to create further definition between the private and public realms (OS 17.82.060.C).



*Building A Porch*



*Railing Example*



*Building B Porch*

Consider adding a railing to the porch to create further separation of the private and public realms.





Building massing, or the way the building is sized and appears, is a primary and important component of building design. The applicant has appropriately provided projecting and recessed elements throughout the project design to break up the façade and minimize a boxy appearance (OS 17.82.070 B.1). In reviewing the Floor Plans, the applicant has appropriately provided a projecting or recessed element of at least 2 feet in depth at every 25 feet or less on the street-facing façades of Building A and Building B (OS 17.82.070.B.1.a). To further enhance the design of Building C and Building D, the applicant should consider adding additional massing breaks on the West, East, or South Elevations to provide greater variation.

Articulation and detailing are important components to help provide richness and depth within a project design. In reviewing Building A, the applicant has appropriately proposed various articulation elements, such as bumping out sections of the building to provide enhanced visual interest and incorporating setbacks on the upper levels to break up large elevations (OS 17.82.080.A.2). However, in reviewing the North, East, and South Elevations, the applicant should consider adding additional articulation to create more interest at Building A and to break-up blank space to provide architectural integrity on all sides of the structure (OS 17.82.080.A.3).



*Building A North Elevation*

Articulation and detailing are important components to help provide richness and depth within a project design. In reviewing Building A, the applicant has appropriately proposed various articulation elements, such as bumping out sections of the building to provide enhanced visual interest and incorporating setbacks on the upper levels to break up large elevations (OS 17.82.080.A.2). However, in reviewing the North, East, and South Elevations, the applicant should consider adding additional articulation to create more interest at Building A and to break-up blank space to provide architectural integrity on all sides of the structure (OS 17.82.080.A.3).



*Building B West Elevation*

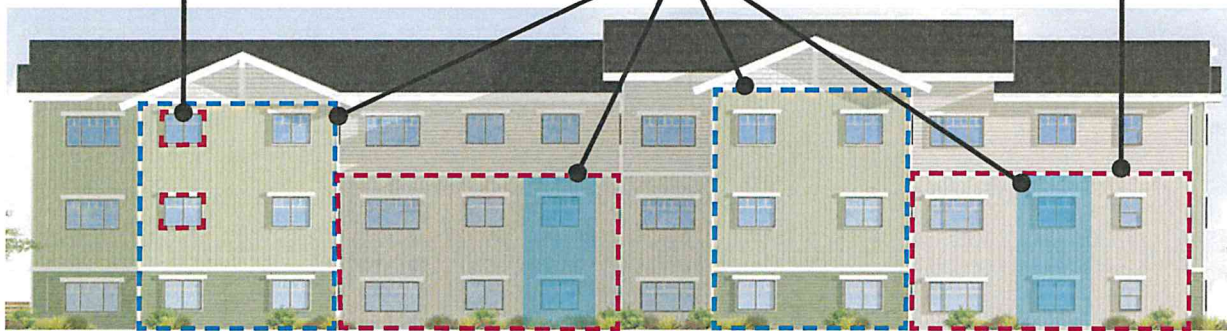


In reviewing the proposed elevations for Building C, there are opportunities for further articulation and detailing on the East, West, and South Elevations to enhance the overall building design. Specifically, the South Elevation presents opportunities to utilize two-story massing and vertical articulation elements to break up the three-story wall plane to increase building variation. For example, the applicant may consider extending the lower floors or using setbacks on upper floors as the building currently lacks vertical articulation (OS 17.82.080.A.3). Create additional articulation detailing through proposing a diverse set of window sizes and heights that coincide with varying stacking articulation elements that differ from floor to floor.

Modify window sizes and locations to provide variety across the South Elevation.

Explore opportunities to enhance the project through pop-outs or upper floor setbacks.

Extend lower floors to add vertical articulation variation.



*Building C South Elevation*

Building D has similar opportunities as Building C to further enhance the design of the structure by adding further articulation and detailing to the North, East, and South Elevations (OS 17.82.080.A.3).

Roof forms are important in conveying the architectural style and providing visual interest within a project. In reviewing the project design, the applicant has appropriately proposed gable style roof forms, which are considered appropriate with the proposed architectural style. The Western Elevations of Building A and B have successfully proposed roof eaves projecting at least two feet from the street facing building wall (OS 17.82.080.B.4.a), however, the applicant should consider raising the pitch of the roof above each patio space and raise the overall height of the patio to enhance the prominence of the entry way along the public realm and to ensure consistency within the roof design and proposed architectural style.



*Building A West Elevation*

Consider raising the pitch of the roof and raising the overall height of the patio to enhance the entryway.



Generally, the applicant has successfully proposed stylistically appropriate windows throughout the project design. The applicant should ensure door styling and windows with divided lite details are carried throughout project submittal and final construction. In reviewing the Building Elevations, the applicant has appropriately proposed various window sizes to enhance visual interest on Building A and Building B, however, explore opportunities to provide differing window sizes, heights, and consider pairing window variety with stackable elements on the South Elevation of Building C to improve the project design. Roof and Window Details are provided on Sheet PA4.5 with the intention that wood trim would be applied at window headers only. The applicant should consider extending the wood trim around the entire window, similar to the door approach shown at the Entry Porch Detail. In addition, the applicant should consider modifying the proposed column style to more closely reflect the image shown on Sheet PA4.5, depicting columns with stone base to add greater variation to the materials being utilized within the project design (OS 17.82.080.A.1).

Extend window trim around entire window, similar to the example below.



*Window Detail*



*Example of Window Trim*

Consider updating columns to the example shown below.



*Proposed Columns*



*Example of Columns*

The applicant has successfully proposed primary building entryway designs that feature covered elements that are visible from the public realm/street and are also connected to the public sidewalk (OS 17.82.060.C.1.a). However, the applicant should explore ways to further enhance the prominence of the entryways through inclusion of additional design interventions such as, raising the height of the primary entrance or recessing the entryway.

Colors and materials provide and add visual interest to a building design. In reviewing the proposed color palette Balmy, Secret Cove, Kind Green, Rockwood Blue Green, Jardin, Greenfield, Dockside Blue, and Smoky Blue, are consistent with the selected architectural style (OS 17.82.080.B.3.h). The proposed material palette of Asphalt Shingle, Board and Batten, Lap Siding, and Shingle Siding are appropriate for the "Contemporary" style (OS 17.82.080.B.3.i). On the Roof and Window Detail the materials transition on the outside corner, the applicant should ensure that materials transition at inside corners instead of outside corners. Separately, on the North Elevation of Building B and the West Elevation of Building C, there is a wood railing material proposed that is not used anywhere else on the project, consider removing or using similar railing styles. Overall, the applicant has proposed an appropriate color and materials palette that is compatible with the surrounding neighborhood uses and the coastal aesthetic of the City.

#### *General Comments*

Consider extending the proposed trees along the southern property line to cover the entire boundary line to further screen the project from adjacent uses.

#### **Design Recommendations**

The following recommendations are made to better respond to the proposed "Contemporary Coastal" architectural style and to enhance the overall project design.

#### *Site Planning*

1. Consider reducing driveway access dimension from 24 feet to 20 feet (OS 17.82.050.B.2).
2. Explore ways to relocate western trash enclosure to the eastern parking lot to maintain proposed open space.
3. Consider adding an additional street tree to remove 60 foot gap between the middle street trees provided (OS 17.82.040.B.2.a).
4. Provide street trees within the sidewalk (OS 17.82.040.B.2.a)
5. Street trees must be in wells that are a minimum of 36 inches in width and 36 inches in length (OS 17.82.040.B.2.c).

#### *Architecture*

6. Consider adding railing to the public street facing porches to create further separation from the public realm (OS 17.82.060.C).
7. Explore opportunities for further massing breaks along the western, eastern, and southern elevations on Buildings C and D.
8. Consider adding additional articulation to the northern, eastern, and southern elevations of Building A and break-up blank space (OS 17.82.080.A.3).
9. Update the western elevation of Building B to ensure structural consistency.
10. Consider breaking up Building B on the Eastern Elevation with articulation elements to remove blank space (OS 17.82.080.A.3).



11. Examine the possibility of extending the lower floors or using setbacks on upper floors on the eastern, western, and southern elevations of Building C (OS 17.82.080.A.3).
12. Explore ways to add additional articulation detailing through differing window sizes and heights that coincide with varying stacking articulation elements that differ from floor to floor.
13. Consider further enhancing the design of Building D by adding articulation and variation to the northern, eastern, and southern elevations (OS 17.82.080.A.3).
14. Consider raising the pitch of the roof above Building A and Building B patio space to enhance the prominence of the entry way along the public realm.
15. Extend the wood trim around the entire window.
16. Modify window sizes and heights across the South Elevation on Building C and consider pairing window variety with stackable articulation elements.
17. Consider modifying the proposed column style to the image shown on Sheet PA4.5 depicting columns with stone base to add variation to the building (OS 17.82.080.A.1).

Overall, we feel the applicant has proposed a project that is appropriate to the location and surrounding context of the site. However, as addressed above, we have a few design concerns regarding massing, articulation, and windows, among others, that will have to be adequately addressed by the applicant to ensure a project that appropriately addresses the existing neighborhood context while also being consistent with City's Objective Standards Ordinance and desire for high-quality new developments.

Very truly yours,

**RRM DESIGN GROUP**

# MEMORANDUM

<b>Date:</b> July 29, 2021	
<b>To:</b> Andrew J. Coyne	<b>Organization:</b> City of Temple City
<b>From:</b> RRM Design Group	<b>Title:</b> Design Review Team
<b>Project Name:</b> Temple City On-Call Design Review (2018)	<b>Project Number:</b> 0195-03-UR15 (21-03)
<b>Topic:</b> 9465 Las Tunas Drive Review	

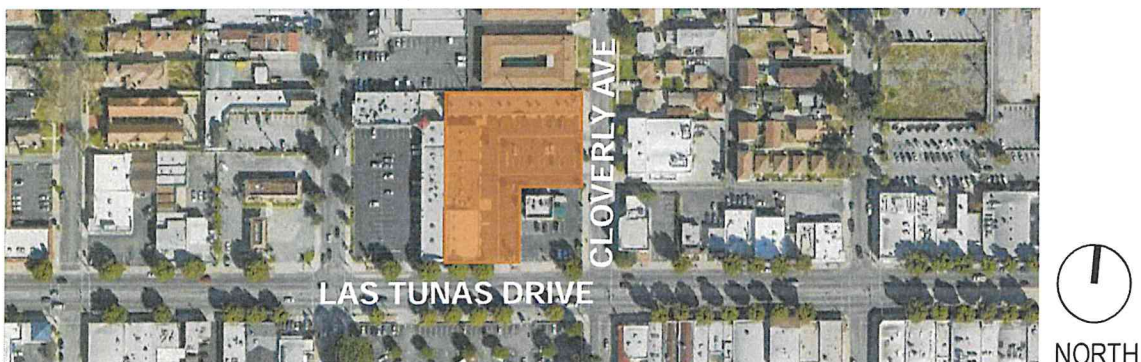
Dear Andrew,

We have reviewed the proposed design for compliance with the City of Temple City Municipal Code Mixed-Use Design Standards (CTCMC).

Project documents reviewed include Three-Dimensional Renderings Pages 1 Through 7, Site/First Floor Plan Sheet A-1.1, Mezzanine Level Plan Sheet A-1.2, Site/2<sup>nd</sup> Floor Plan Sheet A1.3, 3<sup>rd</sup> and 4<sup>th</sup> Floor Plan Sheet A-1.4, Typical Units Plan Sheet A-2.1, Building Elevation Sheet A-3.1, Building Elevation Sheet A-3.2, and Building Section Sheet A-4.1.

## Nighborhood Character and Patterns

The project site is zoned Mixed Use Medium Density (MU-M). The parcel currently contains two commercial strip buildings and is located along Las Tunas Drive and Cloverly Avenue. The area immediately surrounding the project site is characterized by existing commercial and multi-family residential uses and is designated Mixed-Use Medium Density (MU-M) to the north, south and west, and Downtown Commercial (DC) to the east.



*Project Location*



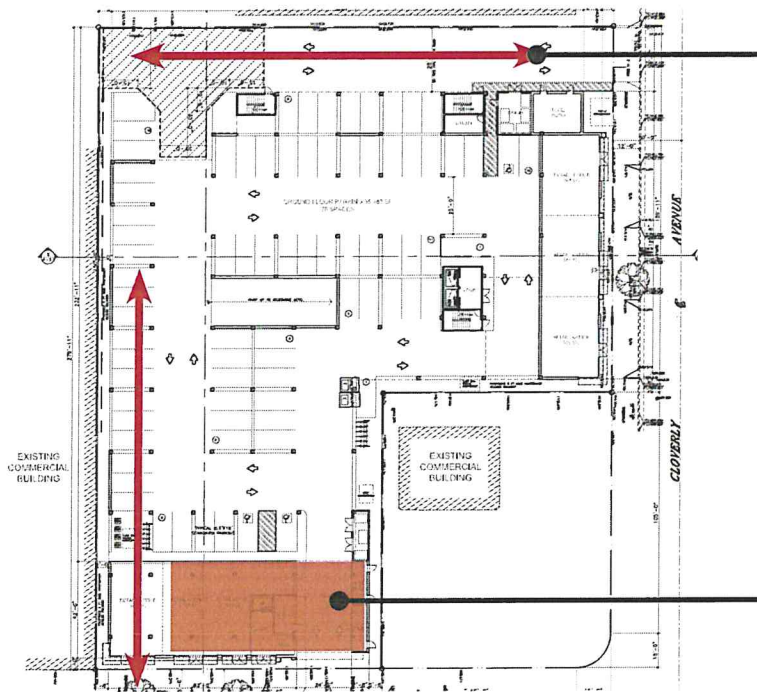


## Project Design Review

The project proposal consists of the demolition of two existing commercial buildings and a parking lot in order to construct a four-story, mixed-use building with retail/office at the ground level facing Las Tunas Drive and 46 residential units at the upper stories. The project proposes an architectural style that most closely resembles “Contemporary” and will be referred to as such going forward with this review.

## Site Planning

The proposed mixed-use building has been appropriately sited to be oriented to front Las Tunas Drive, successfully strengthening the street wall and enhancing the street scene. Parking facilities have been provided within the ground and mezzanine levels of the building and access is provided via two separate drive aisles sited along Las Tunas Drive and at the north side of the site taking access off Cloverly Avenue. However, applicant should consider relocating the proposed drive access facing Las Tunas Drive further to the west so as to provide greater separation from the existing commercial use drive aisle to the east and to minimize appearance of drive along Las Tunas Drive (CTCMC 9-1H-4).



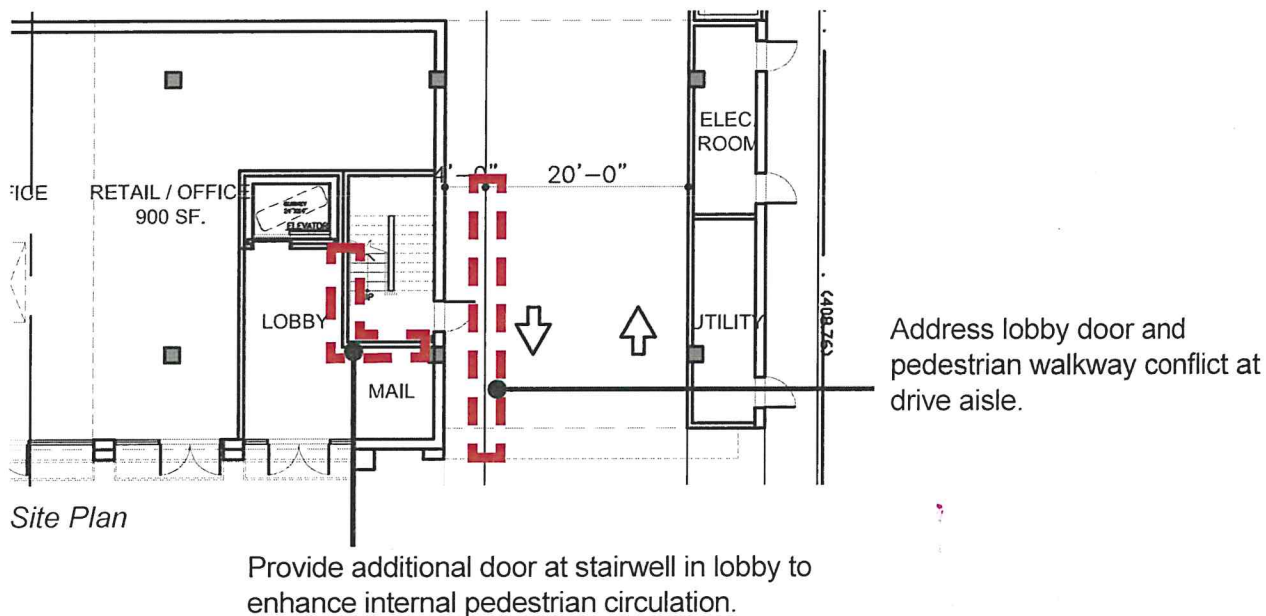
Successful screening of drive aisle through siting behind retail/office spaces along Cloverly Avenue.

Reconfigure siting of drive aisle facing Las Tunas Drive to ensure parking areas and blank walls are screened from view at street level.

## Site Plan

While the applicant has generally provided adequate pedestrian circulation within the project connecting to off-site public sidewalks, additional measures should be taken to ensure safety and accessibility. The proposed Site/First Floor Plan on Sheet A-1.1 shows a lobby and stairwell at the ground floor facing Las Tunas Drive. However, there does not appear to be an internal doorway providing access from the lobby to the stairwell. The applicant should consider adding an additional door at the stairwell in the lobby to allow for a more enhanced internal and external pedestrian circulation.

Additionally, the proposed Site/First Floor Plan on Sheet A-1.1 shows a doorway providing access from a walkway along the drive aisle. The applicant should look for ways to provide a buffer between the pedestrian path and drive aisle to minimize conflict and ensure safe circulation within the project.



Three (3) separate retail/office spaces are proposed at ground level facing Las Tunas Boulevard. Proposed primary entrances to these retail/office spaces are successfully oriented towards the public right-of-way, as seen on Sheet A-1.1, thereby successfully enhancing the pedestrian realm (CTCMC 9-1H-4). An additional three separate retail/office spaces are proposed along Cloverly Drive with primary entrances also successfully oriented towards the public right-of-way along Cloverly Drive, enhancing the street scene and successfully minimizing visual impacts of the drive aisle located in the rear of the property (CTCMC 9-1H-4).

The applicant has appropriately integrated common recreational space for use by future residents as shown on Site/2<sup>nd</sup> Floor Plan on Sheet A1.3 (CTCMC 9-1H-5), which identifies a "Residential Garden" including trees, seating areas, and a trellis. Due to the location of the "Residential Garden" on the north side of the building, there are concerns about the viability of proposed landscape materials. The applicant should ensure survival of plants and trees in this space through appropriate selection of proposed landscape materials that are able to survive in shady conditions (CTCMC 9-1H-5). In addition, the applicant should provide Staff with a conceptual landscape plan to verify viability of proposed plantings to allow for adequate review going forward. The applicant should also consider further enhancing the useability of the "Residential Garden" by providing passive amenities including, but not limited to, outdoor kitchen appliances, firepits and/or game areas, among other potential design interventions. Sheet A1.3 also appears to include a deck/common open space that wraps the perimeter of the third level of the building. While the provision of additional open space at the residential levels is commendable, the applicant should clarify intended use of these areas and ensure its functionality and maintenance going forward. If this area is intended to be open to future residents, the applicant should consider including additional shading devices such as umbrellas and trellises, seating, and/or other amenities to ensure these additional common open spaces can adequately serve future residents (CTCMC 9-1H-5).





Clarify landscape materials proposed for "Residential Garden" to ensure survival in shaded conditions.

Consider enhancing the usability of the "Residential Garden" by providing additional passive facilities.

Clarify intent of common open space at upper stories and whether accessible to residents. If accessible, enhance the deck/open space wrapping the building perimeter with shading devices to ensure space is usable for future residents.

*Second Floor Plan*

### *Architecture*

The overall design of the proposed "Contemporary" mixed-use development fits within the context of the surrounding area. In general, proportions and scale of the project are considered appropriate given the chosen architectural style.

Massing of the building is broken down through recessed upper stories, varied wall planes and heights, and varied roof heights. However, there are opportunities to further refine sections of the building to attain the City's desire for high-quality design. For example, a proportion of the fourth-level façade in Sheet A-3.1 appears void and block-like as compared to other portions of the same elevations. The applicant should look for opportunities to provide more depth and visual interest at all portions of upper levels to ensure street wall facades are architecturally enhanced (CTCMC 9-1H-5). Design strategies could include additional elements including, but not limited to massing projections/recesses, wall/roof height variation, and/or overhangs, among others in order to further detail the building façade.



Look for ways to enhance blank wall expanses at upper wall planes.

Refine massing at upper levels to enhance street walls, such as massing projections/recesses, wall/roof height variation, and/or overhangs, among other potential design interventions.

*North Elevation*



As shown in Three-Dimensional Rendering Page 1, the applicant has proposed massing and façade detailing that visually differentiates ground-floor uses from residential uses (CTCMS 9-1H-4). However, the applicant should look for opportunities to integrate massing and detailing elements into the overall mixed-use building façade, such as continuation of ground floor elements or siding to upper stories, or vice-versa, to provide consistency and coherency within the overall project design. As currently proposed, the project appears as two separate projects, the retail/office below and residential units above. Additional connection of design elements between the upper and lower story portions of the project is desired.

#### *North Elevation*



Look for opportunities to continue massing and detailing elements into the overall building composition at both the upper and lower levels, so as to appear as one project, rather than two separate projects - retail/office below and residential above.

The proposed project successfully integrates a variety of architectural elements into building elevations. While the proposed building façade successfully utilizes a stylistically compatible palette of forms, materials and textures, there appears to be a blank wall surrounding the drive aisle entrance that is visible from Las Tunas Drive as shown on Three-Dimensional Rendering Page 2. As previously discussed, if the applicant were to reconfigure the drive aisle and retail/office spaces along Las Tunas Drive, the blank wall condition may be more appropriately screened by the existing retail/office development to the west (CTCMC 9-1H-5). If unable to reconfigure, the blank wall at ground level at the internal drive on Las Tunas Drive should be enhanced with additional architectural elements to minimize its appearance. Design solutions could include additional application of colors/materials, art installation, and/or wall trellis with vertical growing landscaping to soften the transition from building to ground plane. Additionally, there also appears to be an additional blank wall located on the east elevation of the drive aisle visible from Cloverly Avenue. As previously discussed, the applicant should pursue additional design solutions to remedy the blank wall expanses.



*South/West Elevation*



*North/East Elevation*



Address blank walls within building design. Design strategies could include additional application of colors/materials, public art mural, trellis with vertical landscaping, among other possible design interventions.

The applicant has proposed three (3) retail/office spaces and one (1) residential lobby area with primary entrances facing the Las Tunas Drive right-of-way. Three (3) additional retail/office spaces are also proposed along Cloverly Avenue. As shown in provided plan set, each retail/office and residential lobby entrance appears to be nearly identical. However, as noted in the CTCMC, the façade detailing of retail/office entries should be visually differentiated from residential entries and should contain a base to help anchor the building to the ground plane, providing enhanced visual interest and variation (CTCMC 9-1H-4). The applicant should look for opportunities to provide individuality at the lobby entrance and retail/office spaces including, but not limited to, unique awnings, color/material treatments, massing variation, and/or base bulkhead integration, among other possible design interventions.



*North Elevation*

Look for ways to provide individuality at the retail/office spaces and residential lobby entryway.



The applicant has proposed windows and doors appropriate to the selected architectural style and mix of uses. The selected windows and doors proposed for the ground floor retail/office spaces and residential lobby entry of the building include glass storefront windows and doors (CTCMC 9-1H-4). The selected windows and doors proposed for residential upper-levels include single hung, sliding, and fixed windows and sliding doors. The overall mixed-use building façade is enhanced by the selected windows and doors.

The applicant has successfully provided residential units with private open space beyond minimum CTCMC requirements. However, there are concerns with the screening material selected for some of the private balcony areas. As shown on Three-Dimensional Rendering Pages 1-7, several balconies appear to be screened with a transparent metal railing material. While the style of railing appears to be architecturally complementary to the overall project design, the applicant should ensure greater privacy of these private open spaces by selecting screening material that is more opaque in order to effectively shield visibility from public view (CTCMC 9-1H-4). The applicant may consider utilizing balcony screening similar to the horizontal metal elements that appears above ground floor retail/office spaces and along the façade of the mezzanine level shown on Three-Dimensional Rendering Pages 1, which would also provide greater continuity between the upper and lower floors design.

*North/East Elevation*

Revise balcony railing design to provide greater privacy at balcony spaces. Consider continuing horizontal metal elements from retail/office to upper stories for greater design continuity.

Balcony railing appropriately screens and provide privacy to future residents.



Applicant should provide a Colors/Materials Board to allow for adequate staff review going forward. The proposed palette of materials and textures featured in Three-Dimensional Renderings Pages 1-7 appears to include stucco, siding, metal, and tile/wood, while proposed colors for the project appear to include light blue, white, grey, and yellow. The chosen materials and colors complement the selected "Contemporary" architectural style (CTCMC 9-1H-4). However, there are opportunities to refine and increase color and/or material application to enhance the façade of the overall project design, particularly at the retail/office spaces to enhance individuality. The applicant should also consider increasing use of accent color to contrast color palette selected on the ground level and/or additional application of siding, tile/wood, or stucco materials at the retail/office spaces to further visual interest of the project and improve the overall cohesion of the proposed building façade.



Lastly, there appear to be issues with the material transition at the wall of upper stories of the proposed mixed-use building. Application of siding appears to conflict with the drive aisle material as shown on south elevation in Three-Dimensional Rendering Page 4. Typically, material applications are most successful when they terminate at building inside corners to provide a sense of balance and authenticity. It is recommended that the applicant expand ensure all materials applied terminate at an inside corner to ensure proper balance and authenticity moving forward.



Ensure application of materials terminates at building corners to appear authentic.

*South/West Elevation*

#### *General Comments*

The proposed Site/First Floor Plan on Sheet A-1.1 identifies trash facilities in locations inconsistent with upper floors on Site/2<sup>nd</sup> Floor Plan on Sheet A1.3 and 3<sup>rd</sup> and 4<sup>th</sup> Floor Plan on Sheet A-1.4. The applicant should clarify intent for trash facilities serving upper story residential units and verify serviceability by applicable trash provider.

## **Design Recommendations**

The following recommendations are made to better respond to the proposed “Contemporary” architectural styles and to enhance the overall project design.

### *Site Planning*

1. Reconfigure siting of drive aisle facing Las Tunas Drive to enhance the site plan and screen parking area from public right-of-way (CTCMC 9-1H-4).
2. Provide additional doorway at the stairway in lobby shown in Site/First Floor Plan on Sheet A-1.1 to enhance internal and external pedestrian circulation.
3. Provide a buffer between pedestrian path and drive aisle shown in Site/First Floor Plan on Sheet A-1.1 to minimize conflict and ensure safe circulation.
4. Provide landscape plan to clarify plant materials to be used in the “Residential Garden” area shown on Site/2<sup>nd</sup> Floor Plan on Sheet A1.3 to ensure appropriate selection of landscape materials (CTCMC 9-1H-4).
5. Ensure survival of plants and trees in the “Residential Garden” space through appropriate selection of proposed landscape materials that are able to survive in shady conditions (CTCMC 9-1H-5).
6. Ensure open spaces provide are useable, functional and contain adequate shade devices for residents (CTCMC 9-1H-4). This could include outdoor kitchen appliances, firepits and/or game areas, among other potential design interventions.

### *Architecture*

7. Provide depth and visual interest at upper levels of buildings through use of elements such as refined projections/recesses, varied wall/roof heights, and/or overhangs to further define facades (CTCMC 9-1H-4).
8. Look for opportunities to integrate massing and detailing elements into the overall mixed-use building façade, such as continuation of ground floor elements or siding to upper stories, or vice-versa, to provide consistency and coherency within the overall project design, as project currently appears as two separate projects (CTCMC 9-1H-4).
9. Address blank wall planes and severe transition to ground plane on north and east elevation at drive aisles (Three-Dimensional Rendering Page 2) through additional design and/or landscaping strategies, or reconfiguration of siting that ensures screening of parking areas (CTCMC 9-1H-4).
10. Enhance façade detailing by furthering individuality of retail/office spaces and residential lobby entrance with architectural elements that provide enhanced visual interest and variation (CTCMS 9-1H-4). This could include unique awnings, color/material treatments, massing variation, and/or base bulkhead integration, among other possible design interventions.
11. Ensure balcony railing material effectively provides privacy and shields visibility from public view (CTCMC 9-1H-4). Consider utilizing balcony screening similar to the horizontal metal elements that appears above ground floor retail/office spaces, which would also provide greater continuity between the upper and lower floors design.
12. Expand use of color/material palette by providing additional variation at retail/office space facades to contrast color palette selected on the upper levels and/or



additional application of siding, tile/wood, or stucco materials at the ground level to further visual interest of the project (CTCMC 9-1H-4).

13. Clarify material transition at upper wall planes on Three-Dimensional Rendering Page 4. Ensure material applications terminate at building corners to provide a sense of balance and authenticity throughout project design.

#### *General Comments*

14. Clarify intent for trash facilities serving upper story residential units and verify serviceability by applicable trash provider.

Overall, we feel the applicant has proposed a project that is appropriate to the location and surrounding context of the site. However, as addressed above, we have several concerns regarding site planning, open space programming and viability, massing, articulation/detailing, and materials/colors application, among others, that should be adequately addressed by the applicant to ensure a project that appropriately addresses the existing, surrounding context while also being consistent with City's desire for high quality new developments.

Very truly yours,

**RRM DESIGN GROUP**









## Section 5

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# References & Rate Schedule

# References

## Scott Reimers

Community Development Director

**Contact:** (626) 656-7315 | sreimers@templecity.us

**Client:** Temple City  
9701 Las Tunas Drive  
Temple City, CA 91780

## Benjamin Fu

Director of CommunityDevelopment

**Contact:** (408) 777-3247 | benjaminf@cupertino.org

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10300 Torre Avenue  
Cupertino, CA 95014

## Katie Herlihy

Community Development Director

**Contact:** (831) 475-7300 x 216 | kherlihy@ci.capitola.ca.us

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420 Capitola Ave., City Hal  
Capitola, CA 95010

## Sandra Elias

Acting Planning Division Manager

**Contact:** (626) 258-8621 | selias@elmonteca.gov

**Client:** City of El Monte  
11333 Valley Boulevard  
El Monte, CA 91731



## Cost Schedule

As requested in the RFP, the following table summarizes ranges of typical costs for design review for the specified development proposal types. The level of effort and cost may vary depending on the complexity of the project, potential issues, and applicant meetings. In addition, there typically would be an economy of scale for reviewing project aspects concurrently (site design, architectural and signage, and landscape). We understand the examples are to provide the City with an estimated cost for design review services and are not considered a binding cost proposal. RRM would invoice the City on a monthly basis with payment due upon receipt.

### Design Review Cost

Project Type	Price Range
Expected or Average Cost of Initial Design Review Memo	
Multiple-Unit Residential Projects, <100 Units	\$2,800 - \$3,800
Multiple-Unit Residential Projects, >100 Units	\$3,500 - \$4,500
Mixed-Use Projects, <100 units and <15,000 square feet of non-residential space	\$3,300 - \$4,300
Mixed-Use Projects, >100 units and >15,000 square feet of non-residential space	\$4,000 - \$5,000

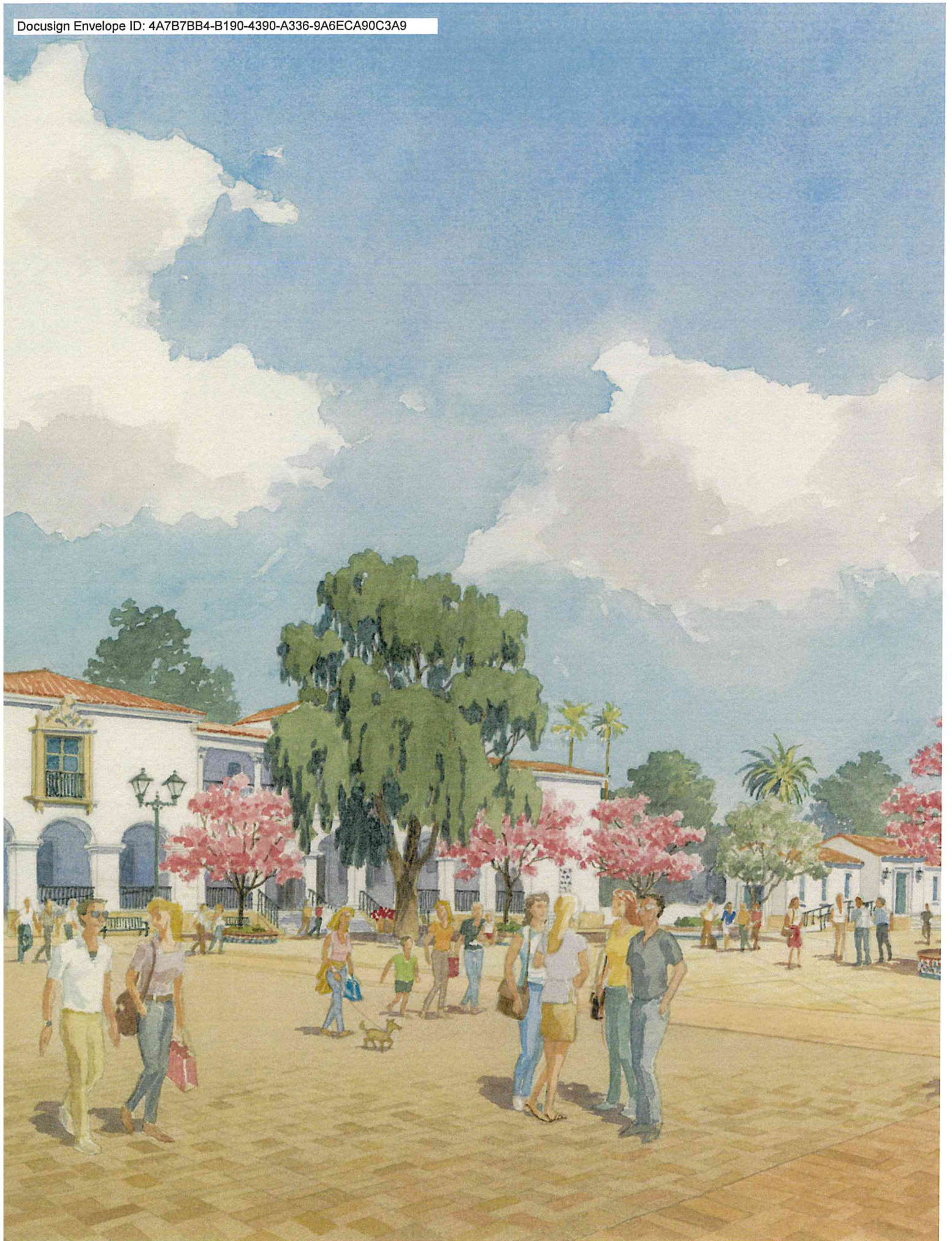
### Cost Breakdown Example

#### Multi-Family Residential <100 Unit:

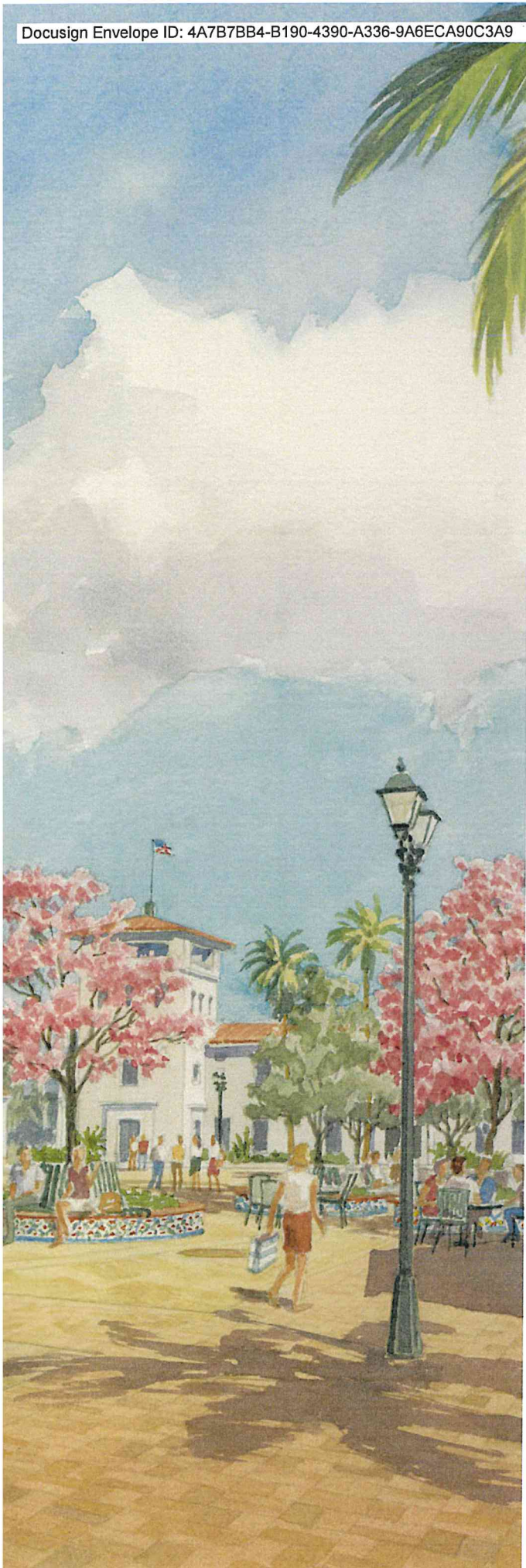
	Bill Rate	Time (hrs)	Cost
<b>Internal Project Setup and Coordination</b>			
Principal Planner	\$217	0.25	\$54.25
<b>Internal Team Meeting</b>			
Principal	\$250	0.5	\$125.00
Principal Planner	\$217	0.5	\$108.50
Associate Planner	\$157	0.5	\$78.50
<b>Kickoff Call with City Planner</b>			
Principal Planner	\$217	0.5	\$108.50
Associate Planner	\$157	0.5	\$78.50
<b>Conduct Design Review</b>			
Associate Planner	\$157	16	\$2,512.00
<b>Management Review and Refinement</b>			
Principal	\$250	1	\$250.00
Principal Planner	\$217	1	\$217.00
<b>TOTAL</b>			<b>\$3,532.25</b>

\* Remaining budget used for resubmittal review, if needed.









## Section 6

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# Insurance

# Certification of Liability Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549  License#: 6003745 RRMDES-02		<b>CONTACT</b> NAME: Sandy Peters PHONE (A/C, No, Ext): 626-696-1901 FAX (A/C, No): E-MAIL: CertsDesignPro@AssuredPartners.com ADDRESS:													
<b>INSURED</b> RRM Design Group 805 543-1794 3765 S. Higuera St., Suite 102 San Luis Obispo CA 93401		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <td>INSURER A: Sentinel Insurance Company</td> <td>NAIC # 11000</td> </tr> <tr> <td>INSURER B: Trumbull Insurance Company</td> <td>27120</td> </tr> <tr> <td>INSURER C: Travelers Casualty and Surety Co of America</td> <td>31194</td> </tr> <tr> <td>INSURER D: HARTFORD INSURANCE COMPANY</td> <td>38288</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A: Sentinel Insurance Company	NAIC # 11000	INSURER B: Trumbull Insurance Company	27120	INSURER C: Travelers Casualty and Surety Co of America	31194	INSURER D: HARTFORD INSURANCE COMPANY	38288	INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

## COVERAGES

CERTIFICATE NUMBER: 164754919

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	84SBWBG6537	6/30/2024	6/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	84UEGAC1692	6/30/2024	6/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	84SBWBG6537	6/30/2024	6/30/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	84WEGAG7CTV	6/30/2024	6/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability & Contr. Pollution Liab Included Claims Made Form			107655124	6/30/2024	6/30/2025	Per Claim \$2,000,000 \$4,000,000/Aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 AM Best's Rating of Policies above: A/XV or greater. Umbrella policy is follow-form to its underlying Policies: General Liability/Auto Liability/Employers Liability.  
 Proof of coverage(s)

## CERTIFICATE HOLDER

## CANCELLATION 30 Day Notice of Cancellation

For Proposal Purposes

...

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

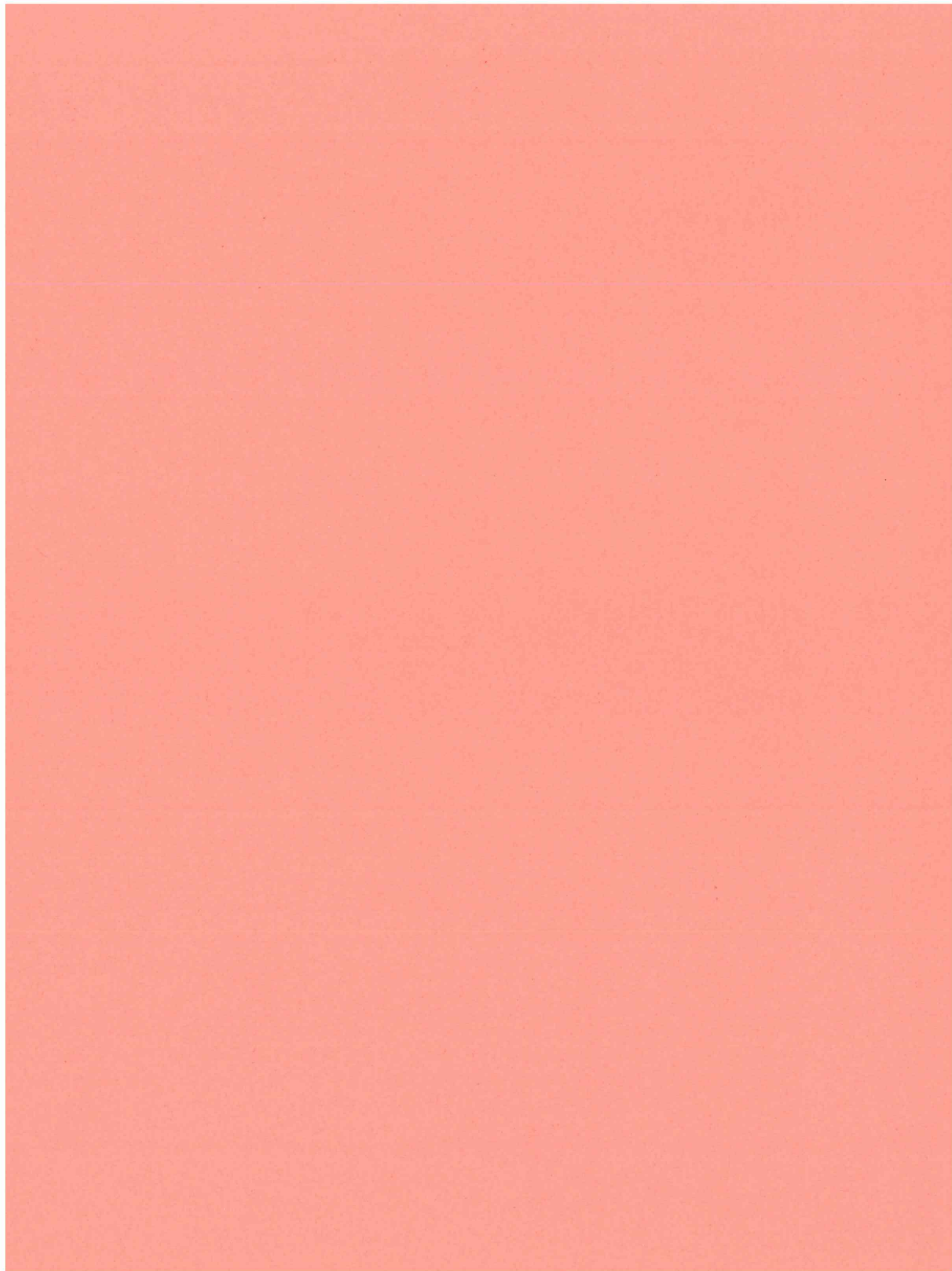
AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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**Attachment A-2:**  
**Santa Barbara County ADU Pre-Approved Program, Proposed Scope of Services, April 29, 2025**





## Santa Barbara County ADU Pre-Approved Program Proposed Scope of Services

April 29, 2024

Transmitted via email: [Atuttle@countyofsb.org](mailto:Atuttle@countyofsb.org)  
Alex Tuttle, Deputy Director  
County of San Barbara Planning & Development  
123 East Anapamu Street  
Santa Barbara, CA 93101

Dear Alex,

RRM Design Group (RRM) appreciates this opportunity to provide the following scope of services to develop pre-approved accessory dwelling units (ADUs) for the County of Santa Barbara (County).

### Project Understanding

RRM understands that the County is looking to develop a series of pre-approved housing plans and provide homeowners with the ability to streamline the process of utilizing those plans for their unique and individual needs. The County intends to use the previously developed plans from the Cities of Newport, Dublin, and San Luis Obispo as the basis for the pre-approved ADU program.

Four (4) plan sets will be updated for use in Santa Barbara County:

- One (1) 480 sf studio plan in Farmhouse, California Ranch Styles, and Mediterranean
- One (1) 672 sf one-bedroom plan in Farmhouse, California Ranch Styles, and Mediterranean
- One (1) 909 sf two-bedroom plan in Contemporary, Mediterranean, and Traditional styles
- One (1) 768 sf two- or three-bedroom plan in Mid-Century, Modern, and Farmhouse styles

The plan sets will be based upon the approved plans used by the Cities of Newport, Dublin, and the County of San Luis Obispo, with modifications to address the specifics of the County, such as local ordinances, climate zones, earthquake loads, soil types, and building official preferences and approaches. RRM anticipates a single initiation meeting to discuss County-specific modifications and concerns regarding building review. This will be followed directly by submittal plan development. One pre-submission meeting may occur prior to the initial submittal.

Plan sets will be developed in compliance with the draft 2025 CBC and reviewed as equal to or superior to the current 2022 adopted code. Energy compliance documentation will be based on the current 2022 code, with 2025 updates anticipated under a separate contract when the new code-compliant software is certified by the state.

**RRM Design Group** | Creating Environments People Enjoy | [www.rrmdesign.com](http://www.rrmdesign.com)

San Luis Obispo | San Leandro | Santa Barbara | Ventura | San Juan Capistrano | San Diego | Seattle  
a California corporation • Leonard Grant, Architect C26973 • Robert Camacho, PE 76597 • Steven Webster, LS 7561 • Jeffrey Ferber, LA 2844



**Santa Barbara County Pre-Approved ADU Plans  
Proposed Scope of Services**

April 29, 2025

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## Scope Of Services

### Task 1: Project Initiation

RRM will conduct a review meeting to discuss the scope of the work and the County-specific modifications that need to be considered or may be required. The planning lead and the building official will need to attend this meeting to review the project approach.

**Deliverables:**

- One (1) meeting minute in PDF format

**City Staff Requirements:**

- Attend kickoff meeting and support RRM background data gathering

### Task 2: ADU Construction Documents

RRM will update and modify the previously developed plan sets for building permit pre-approval within the County.

Plans to be produced according to the following criteria:

1. All designs shall fully comply with the draft 2025 California Code of Regulations, Title 24, and Part 2.5 (Energy compliance documentation)
2. All designs shall comply with draft 2025 California Building Code (CBC), California Code of Regulations, Title 24, and Part 2 for structure(s) or elements(s) exceeding the design limitations in the CRC or specifically directed by the CRC to use the CBC.
3. Minimal structural design criteria:
  - a. Per 2025 CBC
  - b. Risk category: II
  - c. Seismic design category (SDC): D
  - d. Soil site class: D
  - e. Design spectral response acceleration: SDS = 2.0 Max
  - f. Ultimate design wind speed: 95 mph per CBC Fig 1609.3 (1)
  - g. Wind exposure category: C
  - h. Square feet (Reducible based on tributary area)
  - i. 40 PSF
  - j. Roof dead load: 16 PSF (includes PV system of 1 PSF and tile roof material)
  - k. Exterior dead load: 19 PSF (assume 3-coat stucco)
  - l. Exterior wall deflection limitation: H/360
4. Minimum energy compliance design criteria:  
2022 State Title 24 Energy compliance documentation in worst-case orientation.
  - a. Climate zones: 4, 5, and 6 (for plan approval only, individual sites may require additional documentation by the end user)
  - b. Exterior wall insulation: R-15
  - c. Attic insulation: R-38





**Santa Barbara County Pre-Approved ADU Plans**  
**Proposed Scope of Services**

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- d. Designed for both heating and cooling: 92 AFUE (heating); 15 SEER (cooling)
5. Foundation design criteria:  
 The foundation design for building sites that do not exceed a slope of one vertical to three horizontal units includes a deep foundation design. The design does not assume unstable, expansive soil foundation design per County standards.
  - a. Lateral bearing pressure: 100 PCF (shallow foundation), 200 PCF (deep foundation)
  - b. Grading and drainage plans are under separate permits
  - c. Expansive Soil Assumed – Minimum Presumptive Load Bearing Value  
 Unless a geotechnical investigation and report determines that the soils expansion index is 20 or less (as defined per ASTM 4829), the following design and construction provisions will be required:
    1. Use maximum soil bearing pressure of 1,500 psf (1806.2).
    2. Foundations shall extend 18" below grade.
    3. Exterior and interior bearing walls shall be supported on continuous foundations.
    4. Floor slabs to be 4" thick over 4" coarse aggregate base or moisture barrier membrane and reinforced with #3 bars at 24" on center each way, positioned at the center of the slab thickness.
    5. Saturate the soil to a depth of 18" prior to placing concrete.
6. Very high fire hazard severity zone:  
 Some buildings in the Santa Barbara County are to comply with the construction standards for structures located in VHFHSZ in accordance with CBC Chapter 7A/CRC R337.
7. Fire-resistant construction details:  
 The proposed detached units should be anticipated to be located within four feet of a real or assumed property line on the rear or side elevation. Therefore, for each proposed plan elevation, the rear and side elevation will be designed to comply with CRC Table R332.1 (1) Fire Resistance Protection/Rating of Exterior Wall elements.  
  
 The following minimum fire protection details shall be included within the plans:
  - a. One-hour fire-rated wall construction detail for each architectural style that would comply with ASTM E119 or UL 263 testing
  - b. One-hour fire-rated projection details on the underside of the projection for each architectural plan style. Assume a two-foot minimum fire separation distance
  - c. Design elevation where the opening on the exterior firewalls shall not exceed 25% of the wall area
  - d. Specifications and details of roofing material and roof sheathing that would comply with a two-foot minimum fire separation distance
8. Fire sprinkler design criteria: Plans will be designed as unsprinklered buildings and address the state-required 4' setback and associated reduced allowable unprotected openings.

**Deliverables:**

- PDF format
- Jurisdictional specific cover sheet



**Santa Barbara County Pre-Approved ADU Plans  
Proposed Scope of Services**

April 29, 2025

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- Generic site plan with fillable information – no grading, stormwater, or utilities information five (5) feet beyond unit
- Floor plan
- Foundation plans (both slab-only, based upon CBC soil minimums of 1500 PSF)
- Roof plan
- Roof framing plan
- Sections, as necessary, maximum of two (2) per unit
- External elevations: one (1) front, two (2) sides, and rear as plan typical elevations
- Front exterior elevation options; two (2) optional front elevations per plan, for a total of three (3) per plan, with associated details
- Renderings of exterior: one (1) exterior elevation rendering per style per plan (total twelve [12]) for marketing publication provided as individual graphic files
- Recommended external materials
- Architectural and structural details
- Mechanical, electrical, and plumbing plans; limited to line diagram, electrical, mechanical, and gas isometric only
- Title 24 Energy calculations; three (3) per plan, designed for worst-case scenario
- No fire sprinkler plans are to be provided other than designating the requirement for fire sprinklers as applicable
- High fire zone detail sheet and fire department compliance information
- CalGreen (Title 24/Part 11) requirements sheet
- One (1) plan review cycle is anticipated; consistent with initial submittal, plan check, plan check responses, and final review

**Final delivery documents:**

- 24 x 36 PDF file
- 11 x 17 PDF file (non-scalable)
- Color exterior renderings suitable for marketing and publication
- Illustrative floor plan for marketing and publication

**Schedule:**

- Five (5) weeks of production time

**Task 3: Manage the Project**

The foundation of RRM's practice relies on expert and proactive project management. Accomplishing each unique assignment within the timeframe needed and allocated budget is essential. RRM focuses on capturing a clear direction on final deliverables and end products at the beginning of a project, establishing a shared understanding of the project with the County and all team members. This provides an essential project "road map." RRM develops a critical path schedule, monitoring and updating it regularly throughout the process. We make it a practice to provide regular status reports of project progress and closely coordinate with the County project manager and key consultant team members.





**Santa Barbara County Pre-Approved ADU Plans  
Proposed Scope of Services**

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RRM views close project team collaboration as a key mechanism to ensure issues are well-vetted and fully addressed because better projects result from multiple perspectives. In addition, all product deliverables are reviewed internally for quality control purposes before submission to the County.

RRM has found that establishing mutually agreeable, timely turnaround review times in managing a schedule is helpful. One helpful approach can be for the County to provide one redlined, marked-up version of comments from its staff so that all comments are reconciled and expedite the revision process. Early consultation with affected agencies and stakeholders is vital for a smooth and efficient process. These approaches reduce potential surprises that can add costs, cause delays, and dilute consensus. In addition, the performance of project managers is evaluated in several ways:

1. Monthly review of compliance with project budgets by task by RRM management and principals. Our Unanet project management and accounting software allows project managers and principals to track daily time entries and task budgets
2. Ongoing oversight by the principal-in-charge regarding contract and schedule adherence and overall project progress
3. Periodically, report cards are provided to clients to solicit feedback on the project manager and overall project performance
4. Annually, project managers are evaluated on the quality of their performance
5. Throughout the project process, Client feedback is sought by both RRM project managers and contract personnel to ensure satisfaction and provide the opportunity for adjustment if needed

We take project management seriously and are committed to delivering on time and on budget!

RRM may need to coordinate and meet with the County staff, various departments, and interest groups in addition to those specifically outlined in this scope. This will include teleconferences, meetings, research correspondence, status reports, record keeping, project coordination, electronic file management, preparation for meetings, and all other coordination during the project.

**Deliverables:**

- PDFs, project administration, and coordination as needed
- Conference calls and emails as needed
- Print sets for plan check submittal and resubmittal

## **Reimbursable Expenses**

The anticipated reimbursable expenses cover all plans' Title 24 Energy Compliance Certification Documents. All expenses incurred will be reimbursed pursuant to the rates in the attached Exhibit A-1, Schedule 1.

**Estimated Fee:**

- \$3,500



**Santa Barbara County Pre-Approved ADU Plans  
Proposed Scope of Services**

April 29, 2025

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## Work Program Assumptions

- Meeting Attendance. The project budget includes attendance at public meetings identified in the work program. The costs of additional meeting attendance would be on a time and materials basis if requested. In addition, meetings are assumed to be conducted using a virtual format
- Draft Documents. Staff will receive a draft of each document, which will be revised based on a single set of consolidated comments, providing clear direction
- Printing. This budget assumes that the County will print and distribute documents
- Environmental Review. The scope of work requested does not include environmental documentation or clearance pursuant to the California Environmental Quality Act. Environmental documentation and technical studies are not included in this work program. However, such documentation would be provided on a time and materials basis if requested
- All permit-ready ADU designs will be developed to use the 2025 CBC. Therefore, any design revisions that exceed this assumption's constraints may require additional engineering and fee
- This proposal assumes the County will maintain the approved architect or engineer-stamped originals, issue users unstamped copies, and require a hold harmless agreement signed by the end user. The wording suggested is similar to "By using these Permit Ready Accessory Dwelling Unit construction documents. The user agrees to release, hold harmless, and indemnify the County, its elected officials and employees, and the Architect or Engineer who prepared these construction documents from any and all claims, liabilities, suits, and demands on account of any injury, damage or loss to persons or property, including injury or death, or economic losses, arising out of the use of these construction documents"

## Limitations of Scope and Exclusions

Please note that the tasks to be performed by the RRM team are limited purely to those outlined above. Substantive changes requested by the Client or changes in the Client's program or direction that are inconsistent with prior approvals are subject to additional service fees. Any additional services that RRM Design Group is asked to perform over and beyond those described above will be billed on a negotiated and Client-approved, fixed-fee, or hourly basis per the rates in the attached Exhibit A-1, Schedule 1.

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<b>Task 1 through 3 Fixed Fee</b>	<b>\$48,000</b>
<b>Reimbursable Expenses Estimate</b>	<b><u>3,500</u></b>
<b>Estimated Project Total:</b>	<b>\$51,500</b>

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### Fee Footnote

Fixed-fee tasks will be billed as the work progresses until they are completed, at which point the total amount stated in the contract for the task will be invoiced.





**Santa Barbara County Pre-Approved ADU Plans  
Proposed Scope of Services**

April 29, 2025

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## **Exhibit A-1, Schedule 1: Bill Rate Ranges**

RRM Design Group and Client agree that Exhibit A-1, Schedule 1, is hereby made part of this proposal.

If you have any questions or require clarification of the scope of services, Exhibit A-1, or the fees outlined above, please do not hesitate to call us. If this scope of services is acceptable, please sign below indicating mutual agreement of the terms of this proposal; return one set to RRM and retain one set for your records. Thank you again for this opportunity.

Sincerely,

**RRM Design Group**



Randall Russom, AIA, ASID  
Principal  
CA License No. C24410

Attachment: Exhibit A-1

The person signing and executing this contract for the Client represents and warrants that they are duly authorized and have the legal capacity and actual authority to bind the Client to each and every term, condition, and obligation of this contract and that all requirements of the Client have been fulfilled to provide such authority.

## **Authorization to Proceed by Client Representative:**

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Billing Email (Please identify the person's name and email address to receive electronic invoices.)

\_\_\_\_\_  
Billing Address (if different from mailing address)

jmw\\EgnyteDrive\\On-site\\X-FILES\\X-Files-3800\\X3809-01-PP25-SB-County-Pre-Approved-ADU-Plans\\Proposal\\Original-Docs\\Proposal-SB-County-ADU-Pre-Approved-Program-jmw-4-29-25.docx



**Exhibit A-1, Schedule 1****Bill Rate Ranges**

Subject to change effective March 1st each year

**ARCHITECTURE**

Intern	\$ 54	-	\$ 91
Designer I - ARCH	\$ 83	-	\$ 111
Designer II - ARCH	\$ 90	-	\$ 133
Designer III - ARCH	\$ 108	-	\$ 170
Job Captain - ARCH	\$ 108	-	\$ 170
Architect	\$ 114	-	\$ 174
Project Designer - ARCH	\$ 126	-	\$ 197
Project Architect	\$ 126	-	\$ 197
Project Manager - ARCH	\$ 131	-	\$ 212
BIM Manager - ARCH	\$ 132	-	\$ 233
Quality Control Manager - ARCH	\$ 151	-	\$ 255
Senior Designer - ARCH	\$ 154	-	\$ 248
Senior Architect	\$ 154	-	\$ 262
Senior Project Manager - ARCH	\$ 157	-	\$ 269
Associate Manager of Architecture	\$ 163	-	\$ 251
Design Director - ARCH	\$ 183	-	\$ 309
Manager of Architecture	\$ 189	-	\$ 309
Director of Architecture	\$ 201	-	\$ 330
Principal	\$ 207		\$ 371
Managing Partner	\$ 220		\$ 442

**ENGINEERING****CIVIL ENGINEERING**

Intern	\$ 54	-	\$ 91
Designer I - CIVIL	\$ 77	-	\$ 107
Designer II - CIVIL	\$ 87	-	\$ 138
Construction Inspector	\$ 102	-	\$ 192
Associate Engineer - CIVIL	\$ 129	-	\$ 190
Senior Associate Engineer - CIVIL	\$ 146	-	\$ 238
Engineer I - CIVIL	\$ 105	-	\$ 159
Engineer II - CIVIL	\$ 118	-	\$ 186
Project Engineer - CIVIL	\$ 142	-	\$ 210
Senior Project Engineer - CIVIL	\$ 160	-	\$ 262
Project Manager - CIVIL	\$ 176	-	\$ 277
Manager of Engineering Services - CIVIL	\$ 200	-	\$ 317
Principal	\$ 207		\$ 371
Managing Partner	\$ 220		\$ 442

**STRUCTURAL ENGINEERING**

Intern	\$ 54	-	\$ 91
Drafter I	\$ 77	-	\$ 123
Drafter II	\$ 89	-	\$ 139
Drafter III	\$ 104	-	\$ 153
Senior Drafter	\$ 125	-	\$ 202
Engineer I - STRUCT	\$ 101	-	\$ 149
Engineer II - STRUCT	\$ 119	-	\$ 186
Project Engineer - STRUCT	\$ 142	-	\$ 210
Senior Project Engineer - STRUCT	\$ 159	-	\$ 261
Project Manager - STRUCT	\$ 170	-	\$ 269
Manager of Engineering Services - STRUCT	\$ 193	-	\$ 309

**SURVEYING**

Survey Technician I	\$ 78	-	\$ 119
Survey Technician II	\$ 90	-	\$ 137
Survey Technician III	\$ 105	-	\$ 182
Party Chief	\$ 108	-	\$ 168
Senior Party Chief	\$ 135	-	\$ 217
Land Surveyor	\$ 135	-	\$ 203
Senior Land Surveyor	\$ 159	-	\$ 242
Supervisor of Surveying	\$ 171	-	\$ 249
Manager of Surveying	\$ 180	-	\$ 277

**SURVEYING (Crew Rates)****REGULAR**

One person w/ GPS or Robotic Workstation	\$ 175	-	\$ 230
Two person	\$ 240	-	\$ 390
Three person	\$ 320	-	\$ 495

**PREVAILING WAGE**

One person w/ GPS or Robotic Workstation	\$ 270	-	\$ 370
Two person	\$ 335	-	\$ 380
Three person	\$ 425	-	\$ 610

**INTERIOR DESIGN**

Designer I - INT	\$ 74	-	\$ 111
Designer II - INT	\$ 90	-	\$ 136
Interior Designer I	\$ 97	-	\$ 144
Interior Designer II	\$ 108	-	\$ 172
Interior Designer III	\$ 128	-	\$ 194
Senior Interior Designer	\$ 138	-	\$ 215

**LANDSCAPE ARCHITECTURE**

Intern	\$ 54	-	\$ 91
Assistant Designer - LAND	\$ 84	-	\$ 119
Associate Designer - LAND	\$ 93	-	\$ 137
Designer- LAND	\$ 105	-	\$ 182
Landscape Architect	\$ 108	-	\$ 175
Senior Landscape Architect	\$ 132	-	\$ 214
Principal Landscape Architect	\$ 156	-	\$ 252
Design Director - LAND	\$ 159	-	\$ 256
Manager of Landscape Architecture	\$ 165	-	\$ 259
Principal	\$ 207		\$ 371
Managing Partner	\$ 220		\$ 442

**PLANNING**

Intern	\$ 54	-	\$ 91
Assistant Planner	\$ 98	-	\$ 142
Associate Planner	\$ 117	-	\$ 187
Urban Designer - PLAN	\$ 117	-	\$ 187
Senior Planner	\$ 148	-	\$ 227
Senior Urban Designer - PLAN	\$ 148	-	\$ 227
Supervisor of Planning & Urban Design	\$ 160	-	\$ 244
Principal Planner	\$ 181	-	\$ 276
Manager of Planning & Urban Design	\$ 194	-	\$ 291
Principal	\$ 207		\$ 371
Managing Partner	\$ 220		\$ 442

**CORPORATE SERVICES**

Administrative Assistant	\$ 66	-	\$ 108
Administrative Coordinator	\$ 83	-	\$ 144
Office Manager	\$ 118	-	\$ 179
CEO	\$ 276		\$ 546
File Clerk/Administrative Support	\$ 62	-	\$ 93
Marketing Assistant	\$ 60	-	\$ 91
Marketing Coordinator	\$ 77		\$ 129
Marketing Manager	\$ 140		\$ 262
Marketing Specialist	\$ 103		\$ 172
Office Coordinator	\$ 83	-	\$ 144
Business Development & Pursuits Supervisor	\$ 119		\$ 215
Receptionist	\$ 62	-	\$ 93
Senior Marketing Specialist	\$ 118		\$ 208